

**CONSTITUTION OF THE  
NEW HAMPSHIRE EMERGENCY DISPATCHERS ASSOCIATION**

Article 1      Name

The name of this organization will be known as the New Hampshire Emergency Dispatchers Association hereinafter referred to as NHEDA.

Article 2      Purpose

The purpose of this organization is to give all moral and material aid to each of the members, and more effective means of communications between our dispatch centers and the public safety agencies in the field and to create a dispatch standard in this state.

Article 3      Membership

Anyone who is involved in public safety dispatching of any kind may join NHEDA. Active members will consist of any member of any town, city, county or state agency that is involved in the day to day communications of said agency. Associate members will consist of any group, business or individual who is not eligible for active membership. Associate member are not eligible to vote. All applications forms for membership shall be forwarded to the membership committee.

Article 4      Terms of Office

The term of office for all officers in the NHEDA will be one year effective May 1<sup>st</sup>.

Article 5      Voting

All officers shall be elected at the annual meeting. All candidates shall be active and in good standing. Voting will be done by secret ballot. Any vacancy will be filled at the discretion of the board of directors, for the remainder of the term.

Article 6      Governing Body

The governing body of NHEDA will consist of one president, one vice president, one secretary, one treasurer, and a board of directors.

Article 7      Duties and Responsibilities

Board of Directors - The board of directors shall be comprised of not less than three members. All officers, (governing body) will sit on the board. All others will be made up from the membership. The board of directors shall have all lawful powers necessary to fulfill the

purpose of the NHEDA as provided for in the constitution and by-laws.

#### Article 7 Duties and Responsibilities (continued)

President - The president shall carry out the purposes of the NHEDA as set forth in the constitution and by-laws. (S)he shall serve as chair person at all board of directors meeting. (S)he shall appoint and remove all committee members. (S)he shall create any special committees to perform work necessary.

Vice President - The vice president shall assist the president as needed and act in the president's stead in the president's absence and assume all responsibility of the president.

Secretary - The secretary shall be responsible for taking the minutes of all meetings. Other responsibilities include keeping a log of the board of directors meetings and any other meetings the president shall elect. The log will include, time schedules, where held, actual attendance, and time adjourned. The secretary will also send out any and all notices of all meetings and programs as deemed necessary by the president or the board of directors. As well as being in attendance at all board of directors meetings the secretary will also have all current records of the NHEDA at every meeting.

Treasurer - The treasurer shall receive all monies and be the custodian of the funds of the NHEDA and shall deposit all funds into a banking institution as approved by the board of directors. The treasurer or the president shall sign all checks. The treasurer shall give financial reports at regular meetings and at annual meetings shall show itemized statements for the fiscal year of all monies, or as required by the board of directors, or by a vote of the membership. Expenditures over \$100 (one hundred dollars) must be approved by a vote of the members.

Committees - The purpose of the NHEDA committees is to provide information and guidance to the board of directors and membership. Standing committees are established and dissolved through amendments to the by-laws. Special committees may be established and dissolved by the president as he from time to time deems necessary to carry out the purpose of the NHEDA. Standing committees are By-Law, Membership, Program, and Fund Raising.

#### Article 8 Dues

The annual dues of this Association will be determined by the Board of Directors prior to the Annual Meeting. Any member in arrears as of May 1<sup>st</sup> of any fiscal year may be dropped from the Association. Any person wishing to rejoin may do so by paying the yearly dues of the current year. The dues of any member may be waived for reasons of illness or distress by the board of directors.

#### Article 9 Conduct

Any member whose conduct is unbecoming or detrimental to the NHEDA as determined

by the board of directors shall forfeit their right to membership for a period to be determined by the board of directions.

#### Article 9 Conduct (continued)

Any member of the governing body who conduct is unbecoming or detrimental to the NHEDA as determined by the membership, shall forfeit their right to hold office for a period to be determined by a vote of the members present.

#### Article 10 Meetings

The NHEDA shall meet at least annually at such location and dates as approved by the membership. Special meetings may be called by the president, with approval of the majority of the board of directors. Standing and special committees shall meet at such location, date, time, as deemed necessary by the committee chairman. The board of directors shall meet a least monthly. Special meetings of the board may be called by the president, or by the request of the majority of the board.

A quorum of the board of directors shall be no less than 5 members or their proxy.

The annual meeting of the Association shall take place in the month of April.

#### Article 11 Meeting Procedures

1. Roll call of board of directors
2. Reading and adoption of all records of the previous meeting.
3. Secretary's Report
4. Treasurers Report
5. Reports of committees
6. Unfinished business
7. New business
8. General discussion

#### Article 12 Amendments

This constitution may be amended after being proposed and reviewed by the Board of Directors and submitted to the membership at least 30 days prior to being voted on.