

**CONSTITUTION OF THE  
NEW HAMPSHIRE TELECOMMUNICATION EMERGENCY RESPONSE  
TASKFORCE**

Article 1      Name

The name of this organization will be known as the New Hampshire Telecommunication Emergency Response Taskforce hereinafter referred to as NHTERT.

Article 2      Purpose

The purpose of this organization is to provide a system of telecommunicator emergency response teams to safeguard Public Safety Access Point (PSAP) services during times of critical need and to provides for additional staffing to respond to support and “Shore Up” communications centers as needed in the event of a local emergency.

Article 3      Membership

Anyone who is involved in public safety dispatching of any kind may join NHTERT. 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. Members must have a letter from their agency stating their intent to allow them to join. Members must have the ability to work well in a team environment. Members must have a personal commitment to being a team member.

Article 4      Terms of Office

The term of office for all officers in the NHTERT will be two years effective May 1<sup>st</sup>. Voting will take place in the odd-numbered years.

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 NHTERT will consist of members of the board of directors and such other officers the NHTERT deems necessary to conduct NHTERT business.

The Board of Directors of NHTERT will appoint a State Coordinator to represent the team with NJTI.

Regions – There will be three (3) regions within the state of New Hampshire. The North Region will encompass Coos, Grafton, Carroll, and Belknap counties. The West Region covers Cheshire, Sullivan, and Hillsborough counties. The East Region covers Rockingham, Strafford, and Merrimack counties.

The Board of Directors will appoint a Regional Coordinator and a Regional Deputy Coordinator for each region. Coordinators and Deputy Coordinators are responsible for establishing & maintaining a working relationship with each public safety dispatch center in their region and also with the team members for their region. Regional Coordinators and Deputy Coordinators serve at the pleasure of the Board of Directors.

#### Article 7      Duties and Responsibilities

Board of Directors - The board of directors shall be comprised of chairpersons of each standing committee, and two Directors-at-Large. Additionally, the State Coordinator will be part of the Board of Directors. The Board of Directors will elect a Chairman from its membership at its first meeting following the Annual meeting. The board of directors shall have all lawful powers necessary to fulfill the purpose of the NHTERT as provided for in the constitution and by-laws.

Secretary/Treasurer – The secretary/treasurer shall be a voting member of the Board of Directors. The secretary/treasurer 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 Board of Directors 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 NHTERT at every meeting. Additionally, the secretary/treasurer shall receive all monies and be the custodian of the funds of the NHTERT and shall deposit all funds into a banking institution as approved by the board of directors. The secretary/treasurer shall sign all checks, and disbursing of funds. The secretary/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 \$500 (five hundred dollars) must be approved by a vote of the members.

Committees - The purpose of the NHTERT 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 NHTERT.

Standing committees are Training/Standards, Operations/Logistics, and Public/dispatch agency education.

Directors-at-Large – The Directors-at-Large will be elected by the membership at the annual meeting and will serve on the Board of Directors.

State Liaison – The New Hampshire Department of Safety may designate a liaison to the NHTERT for the purpose of continuing communication and cooperation between the State and the NHTERT. The State Liaison will be an advisory, non-voting member of the Board of Directors.

#### Article 8 Dues

The dues of this Association will be solicited from member agencies on an annual basis.

#### Article 9 Conduct

Any member whose conduct is unbecoming or detrimental to the NHTERT as determined by the board of directors shall forfeit their right to membership for a period to be determined by the board of directions.

Any member of the governing body whose conduct is unbecoming or detrimental to the NHTERT 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 NHTERT shall at such location and dates as approved by the membership. Special meetings may be called by a 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 quarterly. Special meetings of the board may be called by the request of the majority of the board.

A quorum of the board of directors shall be no less than 4 members or their proxy.

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

#### Article 11 Meeting Procedures

1. Pledge of Allegiance/Moment of Silence
2. Reading and adoption of all records of the previous meeting.
3. Communications and bills
4. Roll call of board of directors

5. Reports of committees
6. Unfinished business
7. Secretary's Report
8. Treasurer's Report
9. New business
10. General discussion
11. Adjournment

Article 12 Amendments

This constitution may be amended after being proposed and reviewed by the Board of Directors and submitted in writing to the membership at least 30 days prior to being voted on. The membership will be notified of the proposed changes at least 15 days prior to the next regular meeting via the NHTERT Yahoo discussion group.