



# Constitution Of The New Hampshire Emergency Dispatchers Association

## ARTICLE 1 NAME

- The name of this organization is The New Hampshire Emergency Dispatchers Association, hereinafter referred to as NHEDA.

## ARTICLE 2 PURPOSE

- The purpose of this organization is to give support to each of the members, and be an effective means of communications between our members.
- Provide and facilitate meaningful training and standards in all disciplines of emergency communications.

## ARTICLE 3 MEMBERSHIP

Anyone who is involved in public safety dispatching may join NHEDA.

- ACTIVE MEMBER – Individuals who are actively employed by a New Hampshire City, Town, State, County, Municipal Agency or non-governmental entity whose work involves emergency dispatching of Police/Fire/EMS/Campus Security/Police. Active members may vote in association meetings and elections and enjoy all other privileges thereof.
- ASSOCIATE MEMBER – Will consist of any individual or organization that is not eligible for active membership. Associate Members are not eligible to vote or hold office. ASSOCIATE MEMBERS may, at the direction of the President serve and vote at the committee level on ad-hoc committees, and special projects.
- LIFE MEMBER – Life Membership may be granted to any individual who has contributed substantially to Dispatching, and Emergency Communications within the State of NH, and who has also contributed greatly to the NH Emergency Dispatchers Association. The Life Membership designee need not be actively dispatching any more for a New Hampshire City, Town, State, County, Municipal Agency or non-governmental entity whose work involves emergency dispatching of Police/Fire/EMS/Campus Security/Police. Life Member nominees shall have been classified as an ACTIVE MEMBER classification for any period to qualify for LIFE MEMBER classification. Life Membership nominees shall be nominated by a member of the Governing Body in writing prior to any regularly scheduled board meeting. A majority vote in the affirmative of the Governing Body shall grant the nominee Life Membership status. Life Members will have a permanent place on the NHEDA website, a designated lapel pin and/or designated on any name badges issued at subsequent conferences or NHEDA events. A presentation to all members achieving Life Member Status in a particular year shall be made to each member in attendance at the annual meeting. Life Members will retain voting rights as that of an ACTIVE MEMBER and will also receive a discount of 50% at all NHEDA functions such as the conference at the discretion of the Governing Body. A LIFE MEMBER may ALSO retain ACTIVE membership status concurrently with being designated a LIFE MEMBER. If a designated LIFE MEMBER is actively employed by a New Hampshire City, Town, State, County, Municipal Agency or non-governmental entity whose work involves emergency dispatching of Police/Fire/EMS/Campus Security/Police they may also retain the right to hold office.

- HONORARY MEMBER\* - Honorary Membership may be granted to any individual who has contributed substantially to Dispatching, , Emergency Communications within the State of NH, and/or who may have also contributed greatly to the NH Emergency Dispatchers Association. The Honorary Member designee need not be actively dispatching, nor ever actively dispatched for a New Hampshire City, Town, State, County, Municipal Agency or non-governmental entity whose work involves emergency dispatching of Police/Fire/EMS/Campus Security/Police. Honorary Membership nominees shall be nominated by a member of the Governing Body in writing at any regularly scheduled board meeting. A majority vote in the affirmative shall grant the nominee Honorary Membership status. Honorary Members will have a permanent place on the NHEDA website, a designated lapel pin and/or designated on any name badges issued at subsequent conferences or NHEDA events. A presentation of all members being granted Honorary Member Status shall be made at the NHEDA Annual Meeting. Honorary Members do not retain voting rights, but may serve on ad-hoc committees, or special projects at the Presidents discretion.  
\*HONORARY LIFE MEMBERSHIP may be presented posthumously when appropriate

#### **ARTICLE 4 TERMS OF OFFICE**

The Terms of elected office shall be staggered to allow for consistent leadership within NHEDA:

- PRESIDENT – Shall be elected for a term of two years on even numbered years.
- VICE PRESIDENT– Shall be elected for a term of two years on odd numbered years.
- SECRETARY – Shall be elected for a term of two years on even numbered years
- TREASURER – Shall be elected for a term of two years on odd numbered years
- DIRECTOR – There shall be five Directors. Two Directors shall be elected annually on odd numbered years for a two-year term. Two Directors shall be elected annually on even numbered years for a two-year term. One Director shall be elected annually for a one-year term.
- NH E9-1-1 Commissioner – Shall be appointed to the Commission by the Governor of NH for a term to be determined by the Governor. (State Commission appointments are for three years as of the adoption of this document)
- STATEWIDE INTEROPERABILITY EXECUTIVE COMMITTEE REPRESENTATIVE – Shall be appointed by the Governing Body to be recommended to the Commissioner of Safety for appointment to the Statewide Interoperability Executive Committee.

#### **ARTICLE 5 GOVERNING BODY**

The Governing Body of NHEDA shall be:

- President
- Vice President
- Secretary
- Treasurer
- Directors (5)

#### **ARTICLE 6 ELECTION OF THE GOVERNING BODY**

- Election of Officers shall be done at the NHEDA Annual Meeting. All candidates shall be ACTIVE MEMBERS, be active within the association and be in good standing with their respective agency. A letter of support from the agency head shall be submitted with the candidates request to be placed on the ballot.

- Voting will be by secret ballot. Said ballots will be counted by the Secretary in the presence of one member of the board of directors, and one member of the association to be picked at random during the annual meeting.
- Anytime there is a vacancy for any elected position, the Governing Body at their discretion may appoint an ACTIVE MEMBER to fill the vacancy for the remainder of the term.
- All positions of office shall take effect on May 1<sup>st</sup> of the year of election (Unless otherwise specified).

#### **ARTICLE 6A APPOINTMENT AND DUTIES OF THE NHEDA REPRESENTATIVE TO THE NH E9-1-1 COMMISSION**

- The NHEDA Governing Body shall elect a member of the NHEDA Governing Body, or a past member of the Governing Body who has served at least two terms on the Governing Body to be recommended to the Governor for appointment to the NH E9-1-1 Commission.
- All candidates shall have a letter of support from their Department Head/Chief.
- Once appointed by the Governor of the State of NH, the NHEDA representative to the NH E9-1-1 Commission, may be subject to an annual review of their performance of duties representing NHEDA to the NH E9-1-1 Commission.
- NH E9-1-1 Commissioner – Shall represent NHEDA as its representative to the Commission. The Commissioner will keep the NHEDA Governing Body apprised of all meetings, meeting minutes, and issues of concern to the NHEDA membership. The NH E9-1-1 Commissioner shall objectively make commission decisions on what is best for all NHEDA members, not specific disciplines.

#### **ARTICLE 6B APPOINTMENT AND DUTIES OF THE NHEDA REPRESENTATIVE TO THE STATEWIDE INTEROPERABILITY EXECUTIVE COMMITTEE**

- The NHEDA Governing Body shall **appoint** a member of the NHEDA Governing Body, or a past member of the Governing Body who has served at least two terms on the Governing Body to be recommended to the Commissioner of Safety for appointment to the Statewide Interoperability Executive Committee.
- All candidates shall have a letter of support from their Department Head/Chief.
- Once appointed by the Commissioner of Safety, the NHEDA Representative to the NH Statewide Interoperability Executive Committee, may be subject to an annual review of their performance of duties representing NHEDA to the Statewide Interoperability Executive Committee.
- Statewide Interoperability Executive Committee Member– Shall represent NHEDA as its representative to the Committee. The Representative will keep the NHEDA Governing Body apprised of all meetings, meeting minutes, and issues of concern to the NHEDA membership. The Statewide Interoperability Executive Committee Representative shall objectively make committee decisions on what is best for all NHEDA members, not specific disciplines.

#### **ARTICLE 7 DUTIES AND RESPONSIBILITIES**

- The Governing Body shall have all lawful powers necessary to fulfill the purpose for NHEDA as provided for in the constitution and by-laws.
  - PRESIDENT – The President shall carry out the purposes of NHEDA as set forth in the constitution and by-laws. The President shall serve as chairperson at all meetings. The President shall appoint and remove all committee members and shall create any special committees to perform work as necessary.

- VICE PRESIDENT – The Vice President shall assist the President as needed and perform the duties of the President in their absence or inability to serve.
- SECRETARY – The Secretary shall be responsible for taking the minutes of all meetings and maintaining the records of the association.
- TREASURER – The Treasurer shall receive all monies and is the custodian of the funds of the association and shall deposit all funds into a banking institution as approved by the Governing Body. The Treasurer or the President shall sign all checks. The Treasurer shall present financial reports at regular meetings. At the annual meeting the Treasurer shall provide itemized statements for the fiscal year of all monies, or as required by the Governing Body, or by a vote of the membership. Expenditures over \$150 must be approved by a vote of the Governing Body. Or the vote of no less than 10 active members during an official meeting of the association.
- DIRECTORS – Shall be the voice of the membership and work alongside the officers to execute the activities of the organization.

## ARTICLE 8 COMMITTEES

- COMMITTEES – The purpose of NHEDA committees is to provide information and non-binding guidance to the Governing Body and membership. With the exception of Standing Committees, committees may be established and dissolved by the President or the Governing Body, as deemed necessary, to carry out the purpose of NHEDA. All committee appointments shall expire on May 1<sup>st</sup> of even numbered years.
  - Standing committees are:
    - ✦ Standards & Certification
    - ✦ Membership
    - ✦ Training & Curriculum
    - ✦ Scholarship
- Committee Chair/Vice-Chair Selection
  - The President shall be responsible for appointing the Chair and Vice-Chair, and all members for each committee, and ad-hoc committees as he/she deems necessary.
  - The President may request removal of any Committee Chair, Vice-Chair or Committee Member from assigned committee(s) to the Governing Body at their discretion. Said Committee Chair, Vice-Chair, or Committee Member shall be removed from said committee upon a vote of the majority of the Board of Directors. The requested removal should be accompanied by documentation that the President, or members of the Governing Body have attempted to rectify the issue that necessitated removal in the first place.
  - It shall be the duty of the Committee Chair, with the assistance of the Vice-Chair to actively carry out the charge of their assigned committee, keep appropriate records of all discussion at each committee meeting, and report back to the NHEDA Governing Body/President when requested.

## ARTICLE 9 DUES

- The annual dues of the association will be determined at the annual meeting.

## ARTICLE 10 CONDUCT

- Any member whose conduct is unbecoming or detrimental to NHEDA as determined by the Governing Body shall forfeit their right to membership for a period to be determined by the Governing Body.
- Any member who no longer fits into their existing membership category due to termination, resignation, or other means of separation from their organization shall notify the membership committee immediately so that their membership status can be reviewed, and adjusted if needed.

## ARTICLE 11 MEETINGS

- NHEDA shall hold an annual meeting in April at such location and dates as approved by the Governing Body.
- Standing and special committees shall meet at such locations, date and time as deemed necessary by the committee chairperson.
- Special meetings of the Governing Body may be called by the President, or by request of a majority of the Governing Body.
- All business requires a quorum. A quorum of the Governing Body will be considered no less than 5 members.

## ARTICLE 12 MEETING PROCEDURES

- All annual meetings, and regular meetings of the membership will follow the below procedure:
  - Pledge of Allegiance and moment of silence
  - Roll Call of Governing Body
  - Reading and Adoption of all records of the previous meeting
  - Secretary's Report
  - Treasurer's Report
  - Reports of any active committees
  - Old Business
  - New Business
  - Open Forum

## ARTICLE 13 CHARITABLE GIVING\*

Through the course of conducting business, the NH Emergency Dispatchers Association from time to time may be approached to offer a benevolent or charitable donation on behalf of any person who may, or may not be a member of the organization. Further, on occasion a sitting member of the Governing Body may experience a need for benevolence.

- **Duly Registered Member of the Organization** - In the case of a bona fide need of a registered member of the organization, brought before the Governing Body demonstrating a need such as, but not limited to sickness, injury, or other debilitating factor the Governing Body "may" and at its sole discretion offer a benevolent contribution of up to, and no more than \$100 either directly to the member, or the charitable channel of the Governing Bodies choice, such as a GoFundMe account, charitable bank account etc. along with a greeting card appropriate for the occasion. In all cases the Governing Body should make every effort to limit loss of "fees" through online giving, and when appropriate should attempt to find out what actual need is there, and provide compensation in the form of a gift card, gift certificate or the like.

- **Non-Registered Member of the Organization** - In the case of a bona fide need of a nonmember of the organization, brought before the Governing Body demonstrating a need such as, but not limited to sickness, injury, or other debilitating factor the Governing Body “may” and at its sole discretion offer a benevolent contribution of up to, and no more than \$50 either directly to the member, or the charitable channel of the Governing Bodies choice, such as a GoFundMe account, charitable bank account etc. along with a greeting card appropriate for the occasion. In all cases the Governing Body should make every effort to limit loss of “fees” through online giving, and when appropriate should attempt to find out what actual need is there, and provide compensation in the form of a gift card, gift certificate or the like.
- **Governing Body** – In the case of a sitting member of the Governing Body, their bona fide need, shall be defined as above. If while sitting as a member of the Governing Body the Board Member experiences a death in their immediate family, the Governing Body is authorized to disburse up to \$150 to be spent as they see fit. Typically, this expense would be for flowers, or a donation to the deceased charity of choice.
- **All Other Charitable Causes** – In all other cases of a need for charitable giving, it is expected at a minimum the Governing Body may send a card on their behalf that is appropriate for the occasion.

*\*Nothing in the above section should be construed to limit the Governing Bodies ability to make decisions in the best interest of the NH Emergency Dispatchers Association, and in all cases the Treasurer shall report to the Governing Body, the implications of such discretionary giving and how it will impact the treasury.*

## Article 14 SCHOLARSHIPS

- NHEDA is committed to increasing the interest and participation from our membership in the programs and trainings offered by NHEDA and other industry partners.

### Article 14.1 SCHOLARSHIP COMMITTEE

The Scholarship Committee will be comprised of the Following members:

- Committee Chair (appointed)
- Committee Vice Chair
- Treasurer
- President
- Two Additional Members selected by the Committee Chair

### 14.2 Scholarship Funding

- The NHEDA Treasurer shall earmark all scholarship designated funds separately, and report on such during treasurer reports.
- The NHEDA Board may from time to time add funds from the NHEDA operational account to the scholarship account if desired.
- The Scholarship Committee will seek out scholarship funding through commercial partnerships, or other avenues such as those at the Annual Conference or meetings, or other means.
- Annually in May, the Treasurer will report to the Governing Body the funds available for scholarships for the upcoming year. The Governing Body with input from the Treasurer will set a dollar amount, if any to be designated as scholarship funds for the upcoming calendar year.
- The Scholarship Committee shall determine the process to advertise and receive scholarship applications and will provide the Association President a written recommendation for approvals. The scholarship committee shall develop an application and scoring process.

### **ARTICLE 14.3 Director Thomas E. Andross Scholarship**

After 43 years of faithful and dedicated Public Safety Communications Service to the residents, and visitors of the State of New Hampshire, Grafton County Sheriff's Office, Director of Communications Thomas E. Andross retired on Saturday January 13, 2024. Director Andross served the Public Safety Community faithfully, and was instrumental in countless initiatives that not only bettered NH Public Safety, but more importantly bettered the field of Public Safety Communications for the public, the first responders, and NH's Dispatchers and Telecommunicators. He served the NH Emergency Dispatchers Association in countless ways throughout his career; serving as President, Director, Conference Chair, Committee Chair, Confidante, and Mentor throughout his years. Director Andross was one of several visionaries of the first ever NHEDA Training Conference and Vendor Expo. Director Andross was forever encouraging NHEDA members and non-members to attend a NHEDA Conference. In honor of Director Andross, NHEDA will annually award the "Director Thomas E. Andross Scholarship."

- This scholarship will be inclusive of the NHEDA Annual Conference registration fee, and three nights lodging. It will be the exclusive scholarship pertaining to the Annual Conference and will have funding priority over any other scholarship offerings during the year.

To be considered for this scholarship applicants shall:

- Meet all of the requirements of the application process and be an ACTIVE NHEDA member as outlined in Article 3.
- Priority will be given to any first-time attendees.
- No member shall receive this scholarship if they attended the conference on this scholarship in the preceding three conferences.

### **ARTICLE 15 AMENDMENTS**

- This constitution and bylaws may be amended as proposed by the Governing Body and submitted to the membership at least 30 days prior to being voted on. The vote must take place at a regularly scheduled meeting, or the annual meeting.