**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 support Emergency Communications Centers and other public safety communications as needed.

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 participate. 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 1st.

Article 5 Voting

All officers shall be elected at the annual meeting on odd-numbered years. All candidates shall be active and in good standing. Voting will be done by secret ballot unless ruled otherwise by the quorum. Any vacancy may 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. A quorum of four will be required to conduct business.

 Article 7 Duties and Responsibilities

Board of Directors - The board of directors shall be comprised of the Chairman, chairpersons of each standing committee, the Secretary/Treasurer, two Directors-at-Large, and the State Coordinator. The Chairman, Secretary/Treasurer, and Directors-at-Large will be elected by the membership in accordance with Article 5. The standing committees will each elect a Chair at their first meeting following the Annual Meeting. The elected Board will appoint a State Coordinator at their 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 in the constitution and by-laws.

 Secretary/Treasurer – 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 Chairman or the board of directors. 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. 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 Coordinator - The Board of Directors of NHTERT will appoint a State Coordinator to represent the team with the National Joint TERT Initiative (NJTI.) The State Coordinator will also act as a liaison with the purpose of continuing communication and cooperation between the State and NHTERT as well as with TERT Teams from other states. The State Coordinator will be a voting member of the Board of Directors.

Regional Coordinators - 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 direction of the Board of Directors and do not have voting rights on the Board.

Article 8 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 directors.

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 9 Meetings

The NHTERT shall meet in person or electronically at such location and dates as approved by the membership. Special meetings may be called by a quorum 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 a quorum of the board.

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

The annual meeting of NHTERT shall take place between March 1 and April 30.

Article 10 Amendments

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

Article 11. Membership Applications

New members shall submit an application, letter of interest, and letter from agency head to the Board of Directors who will solicit input from the applicable regional coordinator and the state coordinator, and review, discuss, and accept or deny the application.