

Texas 9-1-1 Trainers Forum

BY-LAWS
July 22nd, 2024

Article I. Name and Purpose

Section A. Name

The Forum's name shall be the "Texas 9-1-1 Trainers Forum" herein referred to as "TNT".

Section B. Purpose

TNT's purpose is to enhance the professionalism of the 9-1-1 Community in Texas. This is accomplished through providing an opportunity to network with its members, share information, and learn from other 9-1-1 trainers around the State. The networking group discusses items of mutual interest from a variety of topics including presentation skills, curriculum development, training resources, and state and national certification and standards. TNT works closely with other agencies and organizations in the development of training curriculum and training courses.

Section C. Not for Profit

TNT is organized exclusively for educational purposes, including, distributions to organizations that qualify as an exempt organization described under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government for a public purpose. Any such assets not disposed of shall be disposed of by a court of competent jurisdiction in the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations as said Court shall determine, which are organized and operated for such purposes.

Article II. Membership

Section A. Membership Eligibility

Membership is open to all Texas personnel employed in the following capacities: in a communications center, in a law enforcement or other public safety related academy, academic alternative, or a Council of Government, Municipal Emergency Communication District or Emergency Communications District; approved contract trainers whose duties include the training (classroom or field training) of Telecommunicators. Other members may be approved by a majority vote of the members.

Vendor member participation is allowed, with the following caveats:

The vendor must conduct business in Texas and have physical representations (i.e. office or an employee) in Texas. The vendor must have a demonstrated interest in issues regarding Telecommunicator standards or training and be approved by a majority vote of members in attendance.

In addition:

- TNT officers reserve the right to ask vendor members to leave the meeting if an agenda item has been identified as a potential conflict of interest.
- Vendor members may vote on candidates and issues unless a potential conflict of interest has been identified.
- Vendor members may not use TNT meetings or the TNT directory to solicit business.
- Vendor members are not eligible to serve on the TNT board.

Section B. Official E-Mail Record of Members

The Website/Membership chair shall maintain a roster of current members.

Section C. Membership Dues

There are no membership dues required to be a member of TNT.

Section D. Meeting Fees

Quarterly meetings are historically held quarterly, with meetings in the spring, summer, fall and winter. The TNT board shall set a meeting fee that will be assessed to each member in attendance at a quarterly meeting. The fee shall be evaluated annually to ensure that meetings fees are sufficient to cover meeting costs.

Any member who pre-registers for a meeting and is unable to attend must cancel their registration at least five (5) days prior to the meeting. Cancellations within five (5) days of the meeting will be assessed a \$15 cancellation fee.

Quarterly meeting fees are used for room rental and catering. Fees may also be designated for the professional development of the membership as voted on by a majority of members in attendance. The following year's meeting dates are approved during the summer or fall meeting. Locations are decided by the board by using input from the members.

Section E. Voting

Each current member is eligible to one vote per item. The president will have the final decision regarding whether an issue will be voted on by the members present at a meeting and/or online.

Article III. Meeting of Members

Section A. Meetings

The Quarterly Meetings of the TNT Membership shall be held at the locations selected the board. The membership will be notified by email when the time, location, and agenda are available on the TNT website for the next meeting. Meetings will follow Robert's Rules of Order guidelines.

Section B. Special Meetings

Special Meetings may be called by the president or upon request by majority of the membership. Special meetings will be announced at least one month prior to the meeting to better allow for members to make travel arrangements and submit budgets for approval.

Section C. Minutes

The secretary will take minutes at all meetings held. Minutes will be posted on the website in a timely manner. Members will approve minutes at the meeting following the one to which the minutes relate.

After review by the president, minutes will be posted on the website in draft form. Once approved at the next meeting, they will be posted on the website as approved. In the absence of the secretary at a meeting, the president will designate a substitute.

Section D. Quorum

A quorum for the transaction of all business shall be constituted by all those current members present at regular or special meetings.

Section E. Organization

The president of TNT shall preside at all meetings of the members. If the president is not present, the appropriate officer in succession in the order set forth in Article IV shall preside.

Section F. Parliamentary Authority

The rules contained within the most current edition of "*Robert's Rules of Order Newly Revised*" shall govern quarterly meetings and/or other TNT business in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order which TNT may adopt. The president shall be responsible for ensuring that a copy of "*Robert's Rules*" is available at each quarterly meeting to refer to for any parliamentary procedure questions or concerns.

Article IV. Officers

Section A. Officers

The officers of TNT shall consist of President, President Elect, Treasurer, Secretary and Hospitality.

Section B. Election, Term, and Vacancies

Nominations will be taken during the first quarter via e-mail. A slate of candidates will be presented at the 2nd quarterly meeting. An election vote will be conducted via email between the 2nd and 3rd quarterly meetings. The new officers will be announced at the 3rd Quarter meeting and take office beginning at the 4th Quarter meeting. Before accepting their position, all new officers must be able to commit to two (2) year terms.

The president-elect will be elected to a term of 1 year, and move to president the following year for a total of a two (2) year commitment. The treasurer, secretary, and hospitality officers will be elected to a term of two (2) years. If a board member is unable to fulfill their obligation and/or resigns mid-term, the board of officers will make an appointment to that position until the next voting period. The appointment will be selected by a majority vote of the board.

Section C. Duties of Officers

The president shall preside at all meetings, appoint all committees, be responsible for agendas with notification to current members via e-mail, represent the TNT on issues as directed by the membership and perform other duties as required.

The president-elect shall preside over meetings in the absence of the president, assist the president in conducting association affairs, seek and confirm nominations for biannual elections, conduct an annual review of association needs and direction, and assist the president in filling any board vacancies.

The treasurer shall preside over meetings in the absence of the president, and president elect, shall have charge of all funds generated through membership dues, be responsible for proper record keeping of all revenues and expenses, present financial reports as required, file tax documents annually, serve on committees as assigned, and perform other duties as required.

The secretary shall keep minutes of the meetings, report them into the record with a motion and a second, record all transactions of any forum meetings, prepare minutes and submit them to the president for review before they are posted as draft minutes on the TNT website. Current members will receive draft minutes with the reminder email for the next TNT meeting. If the secretary is unable to attend a scheduled meeting, they will notify the president who will appoint someone to take the minutes for that meeting.

Hospitality shall work with the treasurer in calculating the registration totals and on distribution of funds for catering appropriate meals for meetings. Hospitality shall be responsible for procuring the meeting space and coordinating with the meeting venue for all on-site details.

All officers must attend, at a minimum, half of the year's scheduled meetings. If any officer is unable to do so, they shall notify the presiding officer so the vacancy can be appointed by majority vote of the board.

Article V. Finance

Section A. Expenditures

All expenditures and expenses must be activities approved by the TNT.

The President may spend up to \$500 of the organization's funds, upon a quorum vote of the officers, in order to conduct TNT business.

Any expenditure and/or expense, over and above \$500, must be voted on and approved by a majority of the members in attendance. The TNT treasurer will keep and present records of all expenses and expenditures at each meeting of the membership.

Section B. Scholarships

TNT will provide financial assistance, as allowed by the current TNT finances, for educational opportunities provided by attending the TNT meeting, related committee or activities, or conferences/events to promote TNT. The Texas 9-1-1 Trainers Scholarship Application must be completed and submitted to the current TNT president during the application period each quarter. The application periods are set forth and advertised by the board of officers.

Applications will be selected on a case-by-case basis by the presiding TNT board. No applicant may receive a TNT scholarship more than once in a two-year period. The usual TNT meeting fee will be waived for scholarship recipients. Each awarded scholarship amount is not to exceed \$500.

The recipient of the scholarship must contact the TNT treasurer within 30 days of the award date. Approved travel expenses will be approved at the current Per Diem rates established by the U.S. General Services Administration.

Article VI. Committees

Section A. Committees

Committees shall be formed as needed by the direction of the president and members present. Membership of the committees shall include volunteers that are in good standing with TNT. The president shall appoint a chairperson for each committee. The committee shall report developments to the members based on the timetable established by the president. Additional time may be requested by the committee chairperson, if necessary, to fulfill the assigned mission.

A standing committee called "Board Alumni" shall be formed and be maintained in perpetuity. This committee shall be comprised of Past Presidents. The committee shall be responsible for providing guidance to the current officers and/or the TNT membership.

Article VII. Amendment of By-Laws

Section A. Proposal and Vote of Amendment

Any member in good standing may propose an amendment to the TNT bylaws.

The Secretary will send the proposed change to the membership via e-mail at least thirty (30) days before the next scheduled meeting. The member proposing the amendment may rescind their amendment at any time.

The proposed amendment will be placed on the next meeting agenda for consideration. By majority vote of those present, the membership will approve, disapprove, or table the amendment for further study. Electronic votes from members unable to attend the meeting are acceptable.