

**BYLAWS OF THE  
NEW JERSEY CHAPTER OF THE NATIONAL EMERGENCY NUMBER  
ASSOCIATION, INC.**

ADOPTED, JUNE 1994  
REVISED, OCTOBER 16, 2000  
REVISED, SEPTEMBER 9, 2009  
ADOPTED, APRIL 21, 2010

**ARTICLE I. NAME**

This organization shall be known as the New Jersey Chapter of the National Emergency Number Association, Inc., abbreviated as NJ-NENA. This organization shall be a chapter of the National Emergency Number Association, Incorporated, abbreviated as NENA.

All members of NENA are also members of the State Chapter in which they reside, or are employed in a capacity that meets the requirements of membership eligibility as set forth in Article II.

The geographical area served by NJ-NENA shall be the entire State of New Jersey.

**ARTICLE II. OBJECT**

Section 1. The object of the association shall be to:

- A. Lead in the development, availability, implementation and enhancement of a universal emergency telephone number common to all jurisdiction(s) through research, planning, training and education;
- B. Represent its members before communications regulatory agencies and appropriate policy making and legislative bodies;
- C. Enable all citizens to have immediate access to emergency public safety services so that safety of human life, protection of property and civic welfare are benefited to the utmost degree; and
- D. Aid and assist in the timely collection and dissemination of information relating to a universal emergency telephone number.

**ARTICLE III. MEMBERS**

Section 1. Membership Application

- A. All membership applications and dues shall be submitted to the National NENA office on standard forms as approved by the National executive board.
- B. NJ-NENA shall not be discriminatory in any of its practices.

Section 2. Membership Categories

- A. Public sector members are members who are employed by, or appointed or elected to, a government or quasi-government agency and who are or have been responsible for some aspect of design, promotion, construction, installation, maintenance, command and/or operation of public safety emergency communications systems which members include those who have retired from

- such positions. Public sector members shall be entitled to all rights of membership.
- B. Private sector members are members who provide products or services related to public safety emergency systems and communications industries which members include those who have retired from such positions. Private sector members shall have the right to vote and hold the elected office of Private Sector Vice President (formerly Commercial Vice President) and to serve on committees if appointed.
  - C. Emergency Dispatcher Members are members who are certified, engaged in, employed as, or retired from non-management and non-supervisory positions, including call-takers, who wish to further their career in the emergency communications industry and support the goals and objectives of NENA. Emergency Dispatcher Members shall have the right to vote and hold elected offices and to serve on committees if appointed.
  - D. Associate members are members who are not eligible for public sector or private sector membership but who wish to support the goals and objectives of NENA. Associate members may not vote, nominate candidates for the association executive board, or hold any office on the association executive board. Associate members will not receive the annual membership directory. Associate members may participate in chapter activities and vote on the chapter level in matters pertaining to chapter business in accordance with the chapter bylaws.
  - E. All NENA members shall also have automatic membership in a chapter as appropriate and available.
  - F. All questions of membership eligibility, including eligibility for nomination and election, shall be determined by the executive board.

### Section 3. Dues

The dues rate for each class of membership of this Chapter is set forth in the Bylaws of the National NENA.

### Section 4. Grievance Procedures

Any member grievance may be brought to the executive board for resolution. Grievances shall be submitted in writing to the president and mailed through U.S. Postal Service or electronic format. The president shall convene an executive board meeting where the grievance will be brought before the board for resolution. Contact will be made with the party submitting the grievance within thirty (30) days.

## **ARTICLE IV. OFFICERS**

### Section 1. Designation and term of office

- A. The Officers of this association are President, First Vice President, Second Vice President, Secretary, Treasurer, Private Sector Vice President, and three (3) Regional Vice Presidents representing the North, Central and South regions of the state.
- B. The term of office for officers shall be for one year or until a successor is elected and assumes office. Terms of office shall commence on the last day of the annual conference.

- C. The first vice president shall automatically succeed to the office of president at the end of the term.
- D. The second vice president shall automatically succeed to the office of first vice president at the end of the term except if filling a vacancy.
- E. The Regional Vice Presidents must reside or be employed within the region that they are responsible to serve. Regional Vice Presidents shall be elected by the voting members of the chapter.
- F. The Private Sector Vice President shall be a private sector member elected by the voting members of the chapter. The Private Sector Vice President must remain in that category of membership throughout the term of office.

Section 2. Nomination and election

- A. The Chairman of the Nominating Committee shall request nominations for particular offices from the membership at least 120 days before the Annual Conference. Nominations will not be accepted 60 days before the Annual Conference. Nominees must be eligible to hold office nominated for in accordance with Article III, Section 2.
- B. Ballots shall be sent to the membership at least forty days (40) before the date of the Annual Conference.
- C. Election ballots shall be returned to NJ-NENA, sealed in the official ballot envelope, not later than 2 o'clock pm on the first day of the Annual Conference. All ballots shall then be delivered to the chairperson of the nominating committee.
- D. The nominating committee shall begin the count no later than 2:00 P.M. on the first day of the association conference. A candidate may have a representative at the counting, but the candidate may not be present. Challenges to the validity of any ballot that affects the result shall be settled by the executive board. Election shall be by preferential ballot if there are more than two candidates, and ties shall be broken by lot.
- E. Upon completion and certification of the ballot count, the results shall be forwarded to the President. Ballots shall be maintained for a period of one year, after which they shall be destroyed.
- F. A written request for a ballot recount must be filed with the President by noon on the second day of the conference. The President shall present the request to the full executive board. It shall require a two-thirds vote to deny such a request. Any recount shall be performed in accordance with policies adopted by the executive board.

Section 4. Duties of Officers

- A. President – The president shall:
  - 1. Serve as chair of the executive board and preside at all meetings of this association and the executive board;
  - 2. Report on the state of the association to the membership during the annual conference;
  - 3. Authorize reasonable and proper expenses, up to \$500.00 of any Board member for purpose of specific Association duties; such authorization shall be reported to the full Board, by mail, electronic mail, or fax within 72 hours;
  - 4. Appoint committees as allowed by these bylaws and executive board policies;

5. Appoint the Secretary and Treasurer as confirmed by the Executive Board.
6. Appoint a representative to serve on the NJ State Public Safety Communications Commission;
7. Perform the duties incident to the office and such other duties as may be prescribed by the governing documents or by the executive board.

B. First Vice President – The first vice president shall:

1. Perform all the duties of the president in his/her absence or inability to act. When so acting, the first vice president shall have the powers of and be subject to all restrictions upon the President;
2. Perform the duties incident to the office and such other duties as may be prescribed by the governing documents or by the executive board.

C. Second Vice President – The second vice president shall:

1. Perform all the duties of the First Vice President in his/her absence. When so acting, the Second Vice President shall have all the powers and be subject to all restrictions upon the First Vice President.
2. Perform the duties incident to the office and such other duties as may be prescribed by the governing documents or by the executive board.

D. Secretary – The secretary shall:

1. Ensure the production and distribution of accurate minutes of all meetings of the members and executive board.
2. In the absence of the Secretary, the Executive Board shall appoint someone to serve at that meeting.

E. Treasurer – The treasurer shall:

Collect all monies due NJ-NENA and remit same to a bank approved by the Chapter Executive Board. Publish a quarterly and annual statement to the Chapter Executive Board of all income and expenses paid.

F. Private Sector Vice President

The Private Sector Vice President chairs the Private Sector Committee. The Private Sector Vice President shall have such other duties and exercise such authority as from time to time may be delegated or assigned by the President or Executive Board.

G. Regional Vice Presidents

Regional Vice Presidents are empowered to perform such duties and exercise that authority delegated or assigned by the President or the Executive Board. The State of New Jersey shall be divided into three regions, each of which is headed by a Regional Vice President.

1. Region North includes the following counties: Bergen, Essex, Hudson, Passaic, Morris, Sussex and Warren.
2. Region Central includes the following counties: Hunterdon, Mercer, Middlesex, Monmouth, Somerset, Ocean and Union.
3. Region South includes the following counties: Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester and Salem.

Section 5. Vacancies

- A. A vacancy in the office of president shall be filled by the first vice president for the remainder of that term, followed by one full term as president.
- B. A vacancy in the office of first vice president shall be filled by the second vice president for the remainder of that term, followed by one full term as first vice president.
- C. A vacancy in the office of second vice president shall be filled by an appointment by the executive board for the remainder of the term, after which the officer shall not automatically succeed to the next higher office, but if otherwise eligible, may be elected to the office.

**ARTICLE V – MEMBERSHIP MEETINGS**

Section 1. Annual membership meeting.

- A. The annual membership meeting of this association shall be held at the annual conference at a time and place to be determined by the executive board for the purpose of receiving reports on the activities and financial condition of the association.
- B. The quorum for the annual meeting shall be the voting members present. Each voting member shall be entitled to one vote on business brought before the assembly at the annual conference. Proxy voting shall not be allowed.
- C. Notice of the annual meeting stating the date, time and location shall be sent to all members at least forty-five days in advance of the meeting.
- D. Other membership meetings may be called by the executive board or upon the written request of a majority of the members.

**ARTICLE VI – EXECUTIVE BOARD**

Section 1. Composition.

The Executive Board shall include the President, immediate past President, First and Second Vice Presidents, Secretary, Treasurer, Private Sector Vice President, and the three Regional Vice Presidents.

Section 2. Authority and Duties

- A. The business and affairs of the association shall be managed under the direction of the executive board, which shall exercise all of the powers of the association except those powers otherwise reserved exclusively to the members.
- B. The executive board shall:
  1. Establish and maintain adequate management of the association's activities;
  2. Set the dates and locations of annual and special membership meetings;

3. Fill vacancies in accordance with these bylaws;
4. Appoint additional committees as deemed necessary;
5. Establish policies for the orderly conduct of business;
6. Engage legal and other counsel as deemed appropriate by the executive board; and
7. Issue an annual financial report to the membership and report on association activities as deemed necessary by the executive board.

Section 3. Executive Board Meetings.

- A. The executive board shall meet at least two times per year in accordance with executive board policy. A quorum shall be a majority of the executive board then in office.
- B. Special meetings of the executive board may be called by the president or any four members of the executive board.
- C. The executive board may meet by telephone conference call or other electronic means provided that all members may hear and speak to one another at the same time.

**ARTICLE VII - DISBURSEMENT OF ASSETS UPON DISSOLUTION**

- A. This chapter may be dissolved, merged, or consolidated into a new association only if all of the following conditions are met:
  1. The executive board shall, by at least a two-thirds vote, recommend such action to the membership.
  2. The members shall approve the action by at least a two-thirds vote at a regular meeting or a special meeting called for the purpose.
- B. Should NJ-NENA, Inc. be dissolved, all assets shall be forwarded to National NENA.

**ARTICLE VIII – COMMITTEES**

Section 1. There shall be the following standing committees: Bylaws, Elections, and Finance/Investment.

- A. Bylaws Committee – There shall be a bylaws committee composed of at least three members. The president shall appoint the chair subject to the approval of the executive board, and members of the committee shall be appointed by the committee chair, subject to approval by the president. The bylaws committee shall periodically review the bylaws to ensure clarity, consistency and compliance with current policy and practice, making recommendations for amendment as necessary. The bylaws committee shall receive proposed changes to the bylaws from others authorized to propose amendments, present them to the membership for vote at an annual or special meeting, and make recommendations as deemed necessary.
- B. Nominating Committee – The immediate past president shall chair this committee and shall appoint at least two other members, in good standing, to serve on this committee. In the event that the immediate past president cannot or is unable to chair this committee, the president can appoint a member in good standing to chair this committee.

- C. Audit Committee – The second vice president shall chair this committee and shall appoint two (2) non-board members in good standing to serve on this committee. This committee shall be responsible for: (1) reviewing and submitting a written report on the chapter's financial records for the year ending, and (2) to furnish a detailed line item report to the executive board thirty (30) days prior to the annual conference.

Section 2. Special Committees.

Special committees may be formed and appointed by the president with the approval of the executive board and shall perform duties as directed by the executive board.

**ARTICLE IX – PARLIAMENTARY AUTHORITY**

The rules contained in the tenth edition of *Robert's Rules of Order Newly Revised* shall govern this association 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 the association may adopt.

**ARTICLE X – IMPEACHMENT**

A two—thirds majority vote of membership at any annual conference or special called meeting shall be required for the removal from office of an officer of this Chapter. Written notice of the intention of removal shall be mailed to each member not less than thirty (30) days prior to the meeting.

**ARTICLE XI – AMENDMENT**

Section 1. Requirements for Amendment.

These bylaws may only be amended if all of the following conditions are met:

- A. A proposal to amend the Constitution and/or Bylaws of the Chapter shall be honored from any member. Errors in the format of such proposal shall not be sufficient cause for rejection.
- B. The exact text of the change being proposed must be submitted to the chair of the bylaws committee at least 90 days prior to the meeting at which the amendment is considered.
- C. The bylaws committee shall:
  - 1. Review all submitted amendments and edit for composition;
  - 2. Consolidate similar amendments for joint proposal subject to acceptance by the proposers; and
  - 3. Submit proposed amendments to the members at least thirty days prior to the meeting at which the vote will be taken, together with the committee's recommendation for action.
- D. The amendment must receive the affirmative vote of two-thirds of the members present and voting.

Section 2. Effective Date.

- A. All amendments to these bylaws shall become effective immediately upon adoption, unless a proviso is adopted that changes the effective date.
- B. Adopted amendments shall be published in the next official association

publication after adoption.

## **ARTICLE XII - GRANTS AND CONTRIBUTIONS**

### **Section 1. Application for Funds**

- A. The President of this Chapter or any member designed by him/her may make application to philanthropic organizations, corporations, agencies, groups or persons for grants or contributions of funds or property for carrying out general or specific purposes of the Chapter.
- B. No application shall be made to, or contribution received from, any person or agency except after a determination by the Executive Board that a grant or contribution to the Chapter would be motivated by the desire to further the purposes of the Chapter and not to derive personal benefit or privilege to the donor.

### **Section 2. Acceptance of Grant or Contribution**

Any member who may be offered a grant, or contribution, or contract for this Chapter shall immediately notify the President, but no grant or contribution shall be finally accepted by the Chapter except upon approval by the Executive Board. The terms of any such grant or contribution shall be set forth in writing and signed by both on behalf of the Chapter and the donor.

### **Section 3. Administration of Funds**

Any grant or contribution to the Chapter shall be credited to its general fund unless, under the terms thereof, a special fund is prescribed. The budgeting, receipt, custody, and disbursement of any such grant or contribution shall follow the procedure defined for general funds of this Association, unless provided otherwise in the terms of the grant or contribution and agreed to by the Executive Board.