



GEORGIA 9-1-1 DIRECTORS ASSOCIATION  
CONSTITUTION and BYLAWS  
Effective January 1, 2019

**CONSTITUTION**

**ARTICLE 1 – PURPOSE & AUTHORITY**

**Section 1. Name and General Membership Requirement**

This organization shall be known as the

**Georgia 9-1-1 Directors Association**

Its membership shall be open to all persons who are directors, assistant directors, and any person who has managerial responsibilities of a Public Safety Communications Operation.

A yearly membership fee as determined by a vote of the membership will be collected. Membership will run from January 1<sup>st</sup> to December 31<sup>st</sup>. New members who join after June 30 of any year shall have their dues pro-rated to one-half the annual fee for the first year.

## **Section 2. Purpose**

The Georgia 9-1-1 Directors Association is an organization whose purpose shall be:

- A. Aid and assist in the collection and dissemination of information relating to Public Safety Communication Management.
- B. Promote and support the development and management of Public Safety Communications.
- C. Provide for membership in this Association in accordance with the language and intent of its Constitution and Bylaws, which are now, and may later be in effect. Membership shall not be limited other than by classification and good character, and shall have such rights and privileges by classifications as may be provided from time to time.
- D. Provide a network of support for its members.
- E. Establish representation in any issue where Georgia Public Safety Communications is involved.

## **ARTICLE II – MEMBERSHIP**

### **Section 1. Membership Designations**

Membership of this Association shall be open to those persons designated in Article II.

Members shall be admitted in accordance with the classification requirements set forth in this Article. Membership shall not be denied on the basis of race, color, creed, national origin, sex, age, or numerical limitation. All members are eligible to serve on committees if appointed.

#### **1.1 Member Director**

The following shall be eligible for Member Director status in this Association: an administrative or management person responsible for planning, organizing, staffing, directing, controlling, or operating functions of a Public Safety Communications System, who is employed, compensated, appointed or elected by a federal, state, or local government agency.

## 1.2 Associate Member Director

The following shall be eligible for Associate Member Director status in this Association: an administrative or management person designated as an assistant by a Member Director. Associate Member Directors shall only vote by presentation of a proxy letter, in the absence of their Member Director. The Director will decide who is management personnel and their application will require the Director's signature.

## 1.3 Corporate Member

Corporate members shall be any person representing a business, firm, or corporation engaged in selling products or services to the members of the Association. Corporate members will not be eligible to hold an office or vote on any matter.

## 1.4 Life Member

To be qualified for Life Membership in the Association, a member must have retired from full time 9-1-1 center/public safety answering point duties. (Amended May 18, 2005). This honor shall be bestowed upon qualified members by the 911 Director's Association upon recommendation by the Association Board of Directors and approval of the Association quorum. Life Membership dues will be paid by the Association.

Life members may hold board positions up to 5 years after they have been retired from a full time 9-1-1 center/public safety answering point.

# **BYLAWS**

## **ARTICLE I – ELECTION OF MEMBERS**

### **Section 1. Membership Applications**

Applications for membership are available on line and should be printed out and mailed to the Treasurer with the applicable amount. New members should be referred to the Georgia 9-1-1 Directors Association website to obtain this form for membership. An electronic copy of the complete 911 Directors Association Constitution and By-Laws shall be provided to each member of the Board of Officers within 30 days of his/her election to the Board of Officers. A copy of the 911 Directors Association Constitution and By-Laws in an electronic PDF format shall be maintained on the 911 Directors Association website for access by the general membership.

## **ARTICLE II – OFFICERS/GENERAL**

### **Section 1. Board of Directors**

The Board of Directors will be made up of the President, Vice President, Treasurer, Secretary, Past President and five (5) regional board members and shall be limited to those who hold active membership.

Initial appointments to the Executive Board were made by the 2005 Presidents of the Georgia Chapters of APCO and NENA Boards. General elections were held to install the new Board of Directors by the membership vote on or before December 31, 2005.

### **Section 2. Terms of Office**

Beginning in the year 2009, each Board of Directors position shall be a term of two (2) years and elections will be staggered in odd/even years as follows: Even year elections will be for President, Secretary, NE Regional, SE Regional and Metro Regional members. The odd year elections will be Vice President, Treasurer, NW Regional, SW Regional members. The Executive Board shall assume their duties and authorities as provided in Section 3 of the by-laws.

### **Section 3. Executive Committee**

The Association By-Laws provide for a small executive body that is authorized to conduct the business of the Association between meetings of the Association Quorum. Such executive body is known as the Executive Committee of the Board of Officers.

The following individual positions required:

- 3.1 Association President
- 3.2 Association Vice President
- 3.3 Association Secretary
- 3.4 Association Treasurer
- 3.5 Association Immediate Past President

Qualifications for Candidates for the Executive Committee are:

- 1. Be a voting-eligible Member in good standing
- 2. Be a citizen of the United States
- 3. Have served at least two years in an elected office on Board of Directors of the 9-1-1 Directors Association.
- 4. Shall have attended a minimum of two of the last three meetings.

#### **Section 4. Election of Officers**

One month prior to the elections in December the President will request from the current officers that are up for re-election.

- 4.1 If they intend to seek re-election of office.
- 4.2 Notice will be put on the website outlining officers up for election and requirements to run.
- 4.3 Give a deadline for any interested person either seeking a vacated position or running against any incumbent a time line.
- 4.4 If there is not any opposition and the incumbent wishes to remain in office the board will vote to re-elect the member at the last meeting of the year.
- 4.5 If there is opposition the board will take a vote from (board members) on a written ballot to determine who the elected person will be.
- 4.6 If a quorum is not present at the last meeting of the year the president shall call for a vote via email (before year end) that could include a vote on any item listed above.

At the last scheduled meeting of each year an election of officers shall occur. Prior to seeking office a candidate must submit a letter of support from their appointing authority.

If the Board member is seeking re-election to the same post or another position on the executive board, and their CEO, or Commission Chair, Mayor, etc., has not changed since the original support letter, then an email to the election committee will be sufficient.

Beginning in the 2019 Elections, voting will be conducted through ballots being cast on the web site. Each vote cast will be checked by the Secretary/Treasurer for verification of member being a paid up to date current member casting their vote.

**Section-5. Vacancies in Office**

Vacancy in the office of President shall be filled by advancement in rank, provided that such fulfillment shall be in acting capacity until the next annual election.

- 5.1 Vacancies in all other offices shall be filled by Presidential appointment to be held in an acting capacity until election at the next regularly scheduled meeting.
- 5.2 If both the office of President and Vice President are vacated, the Secretary will convene the executive board in an emergency session for the purpose of appointing an interim president of the association to serve until the next regular election.

**Section-6. Regional Board Members**

- 6.1 The Regional Board members shall consist of five (5) members.
- 6.2 The Regional Board members as they shall be known will represent each of the five regions as outlined; Northeast, Southeast, Northwest, Southwest and Metro.

## **Section 7. Meetings**

- 7.1 A minimum of 2 meetings per year will be held and may be in conjunction with the Georgia Advisory Board and/or Georgia APCO or Georgia NENA meetings. Additional meetings may be required due to legislative or pending issues. Meetings held other than at the minimum meetings may be conducted via teleconference and other electronic means as deemed appropriate by a majority of the Board of Officers. Any one or more members of the body may participate in any meeting by means of telephone or web conferencing or similar communications equipment allowing all persons participating in the meeting to hear each other at the same time, if telephone or web conferencing capabilities are available. Members participating by telephone or web conferencing will be counted toward the total number of members needed to form a quorum.

If a quorum shall not be present at meeting of the Executive Committee or Board Officers, the members present may adjourn the meeting from time to time, without notice other than an announcement at the meeting, until a quorum shall be present.

- 7.2 Meetings shall be held at a time and location determined by the Board of Directors.
- 7.3 Quorums
- a. Five (5) officers of the Board of Directors shall constitute a quorum at any meeting of the Board of Directors.
  - b. Five (5) officers and ten (10) voting members (fifteen total) shall constitute a quorum at any Membership Meeting.
- 7.4 Notice of meetings shall be distributed to all members in advance of any meeting on the website.

## **ARTICLE III – OFFICERS (DUTIES AND AUTHORITY)**

### **Section 1. President**

#### 1.1 Authority

The President's power shall include authority to:

- A. Carry out duties as delegated in this Article and those duties duly adopted by the Executive Board and/or the membership.
- B. Appoint special committees to perform tasks deemed necessary.
- C. Call any committee into session at any time.

#### 1.2 Duties

In addition to such other authority, the President's duties shall include the following:

- A. Preside at all meetings of this Association Board of Directors and serve as Chair of the Executive Board.
- B. Appoint committees in accordance with Article IV of these Bylaws;
- C. Carry out the purposes of this Association as set forth in its Constitution and Bylaws.

#### 1.3 Parliamentary Authority

The President's parliamentary decision upon the meeting floor shall be final, provided it is not in conflict with the Rules of this Association. For other matters, Robert's Rules of Order will apply to the extent practicable.



**Section 2. Vice President**

2.1 Authority and Duties

It shall be the duty of the Vice President to perform all the duties of the President in his/her absence or inability to act. When so acting, the Vice President shall have all the powers of and be subject to all restrictions upon the President or the Executive Board.

**Section 3. Secretary**

3.1 Duties

A. To file all necessary paper work for the organization.

B. Distribute minutes of meetings.

The Secretary shall provide for the notice and keeping of the minutes and records of this Association, and serve as the Secretary for all meetings of the Executive Board. Once minutes are approved by the Board of Directors they will be posted on the web site.

It shall be the duty of the Secretary to perform all the duties of the Vice President in his/her absence. When so acting, the Secretary shall have all the powers and be subject to all restrictions upon the Vice President.

**Section 4. Treasurer**

4.1 Duties

A. To collect dues

B. To give financial reports at each meeting. The report will include all the income and expenses for the period. The report will be filed for review by an independent Certified Public Accountant as directed by the Board of Directors.

C. To disperse funds as approved by the Executive Board and/or the membership.

D. The Association's PayPal Account will be administered by the Treasurer with both the Treasurer and the President having the system password.

**Section 5. Past President**

5.1 Duties

It shall be the duty of the Past President to serve on the Board of Directors and such other authority as may be designated or assigned by the President and Board of Directors, from time to time.

**Section 6. Regional Board Members**

6.1 Duties

It shall be the duty of the Regional Board Members to represent the interests of the membership in their designated regions.

**ARTICLE IV – AMENDMENTS**

**Section 1. Requirements**

1.1 Amendment

Proposals to amend the Constitution and/or Bylaws of the Association shall be accepted from any members. Errors in the format of such proposal shall not be sufficient cause for rejection.

An amending proposal shall be submitted by the maker in written form to the Executive Board and shall include:

- A. The name of the maker of the proposal;
- B. The intent of the proposal;
- C. The Article(s), Section(s), and Paragraph(s) of the Constitution and/or Bylaws proposed to be amended, and;
- D. Proposed amending language.

## 1.2 Drafting the Resolution to Amend

A resolution to amend the Constitution and/or Bylaws of this Association shall be based upon the required amending proposal and it shall be so devised and drafted by the Board of Directors. A copy of the draft resolution shall be provided to the maker prior to consideration for review.

A copy of the proposed amendments shall be distributed to each member prior to the meeting at which they will be considered.

Participation by the President in these matters shall not be construed to imply support of the measures considered therein.

## 1.2 Effective Date of Amendments

Resolutions recommended by the Board of Directors shall take effect immediately upon approval of a majority of the members at any regularly scheduled meeting where the amendments are considered. Adopted amendments shall be published in the next official Association publication after adoption.

## **ARTICLE V – IMPEACHMENT**

### **Section 1. Impeachment**

Any call for impeachment must be carried forward by a majority vote of the Board of Directors. A two-thirds majority vote of the total membership shall be required for the removal from office of an officer of this Association.

## **ARTICLE VI – DISBURSEMENT OF ASSETS UPON DISSOLUTION**

### **Section 1. Statement of Intent**

Should the Georgia 9-1-1 Directors Association be dissolved, all assets shall be distributed to an organization of similar purpose as selected by a two-thirds majority vote.

## **ARTICLE VII – EMPLOYMENT OF COUNSEL**

### **Section 1. Employment Procedure**

Counsel may be employed upon direction of the Board of Directors.

### **Section 2. Purpose**

Counsel may be employed for the purpose of providing legal advice to the Association and for representing the Association on any legal matter authorized by the Board of Directors and the general membership.

## **ARTICLE VIII – GEORGIA 9-1-1 DIRECTORS ASSOCIATION COMMITTEES**

### **Section 1. Purpose**

### **Section 2. Committee Officers – Responsibilities**

- 2.1 A Chairperson shall preside at all meetings of the Georgia 9-1-1 Directors Association Committees.
- 2.2 A Committee representative shall record the minutes of all meetings and forward a copy to the Georgia 9-1-1 Directors Association Secretary for distribution to the general membership.
- 2.3 A Committee representative shall notify the Georgia 9-1-1 Directors Association Secretary of all meetings in advance.