

NENA

NATIONAL EMERGENCY NUMBER ASSOCIATION NORTH CAROLINA CHAPTER



Bylaws

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BYLAWS
OF THE
NORTH CAROLINA CHAPTER OF
THE NATIONAL EMERGENCY NUMBER ASSOCIATION, INC.

ARTICLE I. NAME

The name of this 501(c)(3) non-stock corporation chartered in the State of North Carolina is the North Carolina Chapter of the National Emergency Number Association, Inc., also referred to as “chapter” or “NC NENA.”

ARTICLE II. OBJECT

Section 1. The object of the chapter 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. Any questions regarding application qualifications will be handled by the National NENA executive board.
- C. The dues rate for each class of membership in the North Carolina Chapter of NENA is set by the National NENA executive board.

D. 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 have the right to vote and hold elected offices and to serve on committees if appointed.
- 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 elected offices 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 at the chapter level, 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 National executive board, or hold any office on the National 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. Associate members may not hold elected offices but may serve on committees if appointed.

Section 3. Hall of Fame

The executive board shall establish a special designation in accordance with policies adopted by the executive board. Such designation shall be known as the NC NENA Hall of Fame, created to honor those who have performed outstanding service to the chapter over a period of years. Nominations for the NC NENA Hall of Fame shall be solicited from the membership annually during NC NENA awards solicitation prior to the annual conference. The Awards Committee shall review and vote on the nominees received from the membership. All NC NENA past presidents shall be inducted into the NC NENA Hall of Fame at the annual conference following their year as NC NENA president.

ARTICLE IV. OFFICERS

Section 1. Designation and Term of Office

- A. The Officers of this chapter are president, first vice president, second vice president, secretary, treasurer, immediate past president and three (3) regional representatives.
- B. The term of office for president, first vice president, second vice president and immediate past president shall be for one year, or until a successor is elected and assumes office. The term of office for secretary and treasurer shall be for two years, or until a successor is named and assumes office. Terms of office shall commence on the last day of the annual conference.
- C. The president shall automatically succeed to the office of immediate past president at the end of the term.
- D. The first vice president shall automatically succeed to the office of president at the end of the term.
- E. 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.
- F. Regional representatives in the East, Central and West Regions shall be elected to serve a two (2) year term. This change to three regional areas will take effect with the 2013 board elections.

Section 2. Eligibility

All potential board members must provide a letter of support from their respective agency to serve their board term. Support is defined as the time to serve the required duties of the office, including attendance at board and chapter functions. It is recommended that the president, first vice president, second vice president, immediate past president, secretary, treasurer, and regional representatives be certified by NENA as Emergency Number Professionals (ENPs). Potential board members may be actively employed by, retired from, or a vendor of the 911 industry. Regional representatives may only represent the region determined by the physical address from the National NENA mailing list that their address falls in.

Officers or members-at-large of the North Carolina Association of Public Safety Officials (APCO) may not concurrently serve on the NENA board.

Section 3. Nomination and Election

- A. The immediate past president will appoint and chair a nominating committee of three (3) members. The Nominating Committee shall call for candidates for particular offices from the membership at least 120 calendar days before the first day of the annual conference. Nominations must be received at least 60 calendar days prior to the first day of the annual conference. The Nominating Committee shall propose one

or more candidates for second vice president, secretary, treasurer and regional representatives as necessary, taking into consideration professional reputation, character, and other qualifications that are deemed appropriate by the Nominating Committee. In the absence of any nominations for office, appointments will be made by vote of the executive board. The Nominating Committee will seek and verify eligibility as per Section 2. If only one nominee is willing to serve in any particular office, that nominee may run unopposed.

- B. Ballots will be created for each region and only members whose mailing address from the National NENA mailing list falls in that specific region will be eligible to nominate and vote for that region's representative. These ballots shall be sent to the membership at least forty days (40) before the first day of the annual conference. No ballots will be issued during the thirty (30) day period prior to the first day of the conference.
- C. Election ballots shall be returned to the chair of the Nominating Committee per the instructions on the ballot no later than close of business six calendar days preceding the start of the chapter conference. All ballots shall then be delivered by the chair of the Nominating Committee, unopened, to the Nominating Committee.
- D. The Nominating Committee shall begin the count no later than 12:00 p.m. on the first day of the chapter 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 election committee. 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. The president will notify the candidates of the election results following receipt of the ballot count. 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 forward the request to the executive board. It shall require a two-thirds vote of the board 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. Carry out duties as delegated in this section and those policies duly adopted by the executive board;

2. Appoint special committees to perform tasks deemed necessary during his/her term of office. These committees shall be filled by chapter members in good standing.
3. Make assignments to the other elected officers;
4. Authorize reasonable and proper expense of any member for the purpose of specific chapter duties;
5. Call any committee into session at any time;
6. Engage legal counsel in accordance with Article X of these bylaws if approved by executive board action;
7. Develop and administer the annual chapter budget with the executive board;
8. Transfer line items only when approved by the executive board;
9. Report to the membership all changes in budget or financial status;
10. Notify members of resignations or changes in any executive board position;
11. Designate the dates that chapter meetings will be held;
12. Sign and enter into contracts for the chapter with executive board approval;
13. Preside at all meetings of this chapter and/or the executive board and serve as chairperson of the executive board;
14. Appoint committees in accordance with Article VI of these bylaws;
15. Serve as the coordinator of the functions of the chapter representing the executive board in those matters where he/she has a responsibility in accordance with his/her required duties;
16. Supervise the general conduct, planning, and activity of the annual conference, and provide for the official requirements of the executive board during those and other meetings of such bodies;
17. Serve as liaison with the National NENA Organization, its executive board, executive director, and other state chapter presidents;
18. Carry out the purposes of this chapter as set forth in its bylaws;
19. Serve as chapter representative and liaison to the General Assembly, and other state and local government agencies and organizations.

20. Appoint a corporate liaison to ensure the needs of the chapter private sector membership are met; and
21. Communicate with NENA 911 Board Members prior to each 911 Board meeting regarding the chapter position on issues coming before the 911 Board.

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

1. Perform all the duties of the president in his/her absence, or in the event of the president's inability or refusal to act. When so acting, the first vice president shall have all the powers of and be subject to all the restrictions upon the president;
2. Have such other duties and exercise such other authority as from time to time may be delegated or assigned by the president or the executive board.
3. Serve as chairperson of the Annual Conference Program Committee and the Audit Committee.
4. Conduct a continuous effort to increase all classes of membership, and to increase the revenues of this chapter in a manner approved 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, or in the event of the first vice president's inability or refusal to act. When so acting, the second vice president shall have all the powers of and be subject to all the restrictions upon the first vice president;
2. Have such other duties and exercise such other authority as from time to time may be delegated or assigned by the president or the executive board; and
3. Conduct a continuous effort to increase Emergency Number Professionals (ENPs) in the state by promoting professional ENP certification to NC NENA members and conducting study groups throughout the state to prepare members for certification.

D. Secretary – The secretary shall:

1. Have such duties and exercise such other authority as from time to time may be delegated or assigned by the executive board;
2. Provide for the notice and keeping of minutes and records of the annual conference and other scheduled meetings, and meetings of the executive board of this chapter;
3. Serve as historian of the chapter, coordinate the input and maintain an archive which shall store, list and maintain that which is deemed to be of historical value to the chapter, including the storage of all official publications;

4. Maintain the records, files and library of the chapter and handle its general correspondence; and
5. Maintain the bylaws of the chapter; serve as the chairperson of any committee established to revise and update the bylaws; provide a complete copy of the bylaws to any member upon request and notify National NENA and ensure approval for any changes to the bylaws.

E. Treasurer – The treasurer shall:

1. Have such duties and exercise such authority as from time to time may be delegated or assigned by the executive board;
2. Establish banking facilities; prepare checks for the expenditure of funds to cover the chapter's indebtedness;
3. Maintain complete records of all monies owed to the chapter and of expenditures incurred by the chapter and take all appropriate measures to assure the prompt collection of payment of, and accounting for, chapter funds;
4. Receive all funds due this chapter and maintain bank accounts for the orderly processing of all funds;
5. Provide a summary of expenses at bimonthly meetings and a full report of his/her activities at each annual conference;
6. Furnish regular financial statements containing his/her comments and recommendations to the members of the executive board;
7. Assist the president in preparing the projected budget by providing potential revenues and anticipated expenditures; and
8. Be bonded; the chapter will pay for expenses incurred for treasurers bond.

F. Immediate Past President – The immediate past president shall:

1. Serve as chairperson of the Nominating Committee;
2. Assist the president in his/her liaison capacities.

G. Regional Representatives – Regional representatives shall:

1. Represent their regions at all meetings of the executive board; serve as a liaison between the members of the region being represented and the executive board;
2. Solicit new members from within their regions and maintain a current list of members in their region;

3. Promote all chapter activities and the goals and objectives of the North Carolina Chapter of NENA within their regions;
4. Establish and maintain contact with other public safety communications centers in their regions;
5. Coordinate data gathering and research in their regions as requested by the executive board.

Designation of Regions:

For the purpose of designating regional representatives, the State of North Carolina shall be divided into three (3) regions: East, Central and West. By majority vote of the voting members, the executive board may alter these boundaries in any manner deemed appropriate to serve the goals and objectives of the chapter. These three (3) regions are defined below and include the counties listed therein:

EAST REGION: Beaufort, Bertie, Bladen, Brunswick, Camden, Carteret, Chowan, Columbus, Craven, Cumberland, Currituck, Dare, Duplin, Gates, Greene, Hertford, Hoke, Hyde, Jones, Lenoir, Martin, New Hanover, Onslow, Pamlico, Pasquotank, Pender, Perquimans, Pitt, Robeson, Sampson, Tyrell, Washington and Wayne.

CENTRAL REGION: Alamance, Anson, Caswell, Chatham, Davidson, Davie, Durham, Edgecombe, Forsythe, Franklin, Granville, Guilford, Halifax, Harnett, Johnston, Lee, Montgomery, Moore, Nash, Northampton, Orange, Person, Randolph, Richmond, Rockingham, Scotland, Stokes, Surry, Vance, Wake, Warren, Wilson and Yadkin.

WEST REGION: Alexander, Alleghany, Ashe, Avery, Buncombe, Burke, Cabarrus, Caldwell, Catawba, Cherokee, Clay, Cleveland, Gaston, Graham, Haywood, Henderson, Iredell, Jackson, Lincoln, Macon, Madison, McDowell, Mecklenburg, Mitchell, Polk, Rowan, Rutherford, Stanly, Swain, Transylvania, Union, Watauga, Wilkes and Yancey.

Section 5. Oath of Office

Each duly elected officer and regional representative shall take the following oath during the business meeting at the annual conference, administered by the outgoing president:

“You have been duly elected to the office in which you are about to enter by vote of the chapter membership. This vote bestows upon you confidence and trust and places in your hands the duties of your office as written in the bylaws of this chapter. Do you solemnly affirm that you accept this responsibility, this confidence, and this establishment of duty and that you will support the Bylaws of the North Carolina Chapter of National Emergency Number Association and will faithfully perform the duties of your position to the best of your knowledge, skill, and ability?”

The installing officer calls each officer by name, who will respond with “I do.”

The oath of office for the office of president shall be administered by the designated choice of the incoming president and will be done at the banquet held on the last night of the annual conference.

Section 6. 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. The current president and immediate past president shall serve the remainder of the term, followed by an additional term as president and immediate past president.
- C. A vacancy in the office of second vice president shall be filled by vote of 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.
- D. A vacancy in the office of the secretary shall be filled by vote of the executive board for the remainder of the term.
- E. A vacancy in the office of the treasurer shall be filled by vote of the executive board for the remainder of the term.

Section 7. Impeachment of Officers

A two-thirds majority vote of the total membership shall be required for the removal from office of an officer of this chapter.

ARTICLE V. EXECUTIVE BOARD

Section 1. Designation of the Executive Board

The executive board shall consist of the regularly elected officers and the three (3) regional representatives as defined in Article IV, currently serving the chapter in their designated capacities. Each regularly elected officer shall have full voting power on the executive board, with each member possessing one (1) vote. A simple majority of the executive board members shall constitute a quorum and a simple majority vote of those present at a session shall determine issues before the board. In the event of a tie, the vote of the president, first vice president and second vice president shall determine the issue.

Section 2. Duties Of The Executive Board – The executive board shall:

- A. Establish and maintain adequate management of the chapter's activities;

- B. Make recommendations to the membership at the annual conference on matters published to the membership and/or matters of which the membership has received notice;
- C. Supervise all accounts and expenses of the chapter;
- D. Fill vacancies in accordance with these bylaws;
- E. Review the proposed budget of the chapter; such budget to show anticipated revenues by source, and desired objective and anticipated expenses of any projects that are not a part of the regular activities of the chapter;
- F. Select the site(s) and date(s) of the annual conference and regular chapter meetings and to inform the membership thereof;
- G. Attend a minimum of four (4) of the six (6) yearly chapter meetings; and
- H. Be responsible for the operation of any publication which the chapter publishes or sponsors, and establish fees for advertising in any chapter publication.

Section 3. Executive Board Meetings

- A. The executive board shall meet at such times and places as the president shall designate, or as the board itself may otherwise deem necessary by a majority vote of its members.
- B. Reasonable advance notice of such meetings shall be provided to all members of the executive board. Notice may be sent by electronic mail and other methods as allowed by the executive board.
- C. A meeting of the executive board shall not be official unless attended by a majority of its members.
- D. 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.

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 VI. COMMITTEES

Section 1. Standing Committees

- A. 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.
- B. Awards Committee – The 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 president cannot or is unable to chair this committee, the president can appoint a member in good standing to chair this committee.
- C. Annual Conference Program Committee – The first vice president shall chair this committee, and may appoint other members in good standing to serve on this committee. This committee shall be responsible for developing the program for the annual conference, scheduling speakers, securing vendors and entertainment, and making other necessary arrangements. These tasks shall be performed in close coordination with the president. The voting members of the conference committee shall be the president, first vice president and second vice president.
- D. Membership Committee – The first vice president shall chair this committee, and may appoint other members in good standing to serve on this committee. This committee shall actively explore ways to reach new members for the chapter and keep members already enrolled.
- E. Training Committee – The president shall appoint the chair to this committee . This committee shall study, promote and make recommendations as to the training needs of the chapter and coordinate training offerings that are offered by the chapter. The chair also has the responsibility to plan, develop and coordinate the education program offered at the annual conference.
- F. Bylaws Update Committee – The secretary shall chair this committee annually and may appoint other members in good standing to serve on this committee. The committee shall review/and or revise the chapter bylaws, drafting revisions where deemed necessary to comply with provisions of the National NENA bylaws, and to reflect current procedures and policies of the chapter.
- G. Audit Committee – The first 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 reviewing and submitting a written report on the chapter’s financial records for the year ending. The treasurer will prepare all records, receipts, and books to present to this committee at the annual conference prior to the scheduled conference chapter meeting.

- H. Website Committee – The president shall appoint the chair to this committee. This committee is responsible to maintain the chapter’s website and shall actively research, compile, and maintain online files on the current and historical activities of the chapter.
- I. Telecommunicator Emergency Response Taskforce (TERT) Committee - The president shall appoint members of this committee. Members of this committee shall serve at the pleasure of the president, and their terms otherwise shall expire concurrently with that of the president, or on the completion of the appointed duty. The president shall coordinate with the North Carolina Chapter of the Association of Public Safety Communications Officials (APCO) and the North Carolina office of Emergency Management through their liaison from their respective agency. The North Carolina Chapter of NENA will adhere to the policies of the Telecommunicator Emergency response Taskforce (TERT) Memorandum of Understanding (MOU).

It shall be the duty of the TERT Steering Committee to maintain the database and make reports to the membership at chapter meetings.

- J. 9-1-1 Board Representative – The executive board shall recommend to the president, who will recommend to the Governor for the appointment, the name of one NENA member in good standing, to be appointed to serve on the North Carolina 9-1-1 Board as authorized under North Carolina General Statute 62A-41.

The appointee shall be a public sector member of the North Carolina Chapter of NENA in good standing.

The representative shall convey to the 9-1-1 Board the chapter’s position and convey what the executive board and the membership consider issues at hand.

The appointed representative shall provide a report to the executive board after each meeting of the North Carolina 9-1-1 Board and/or any subcommittee.

The appointed representative shall give a full report of the North Carolina 9-1-1 Board and subcommittee’s at each chapter meeting.

In the event of a vacancy, the president shall ask for an open call of interested members and the executive board will consider all applicants and any applicant will be selected by a majority vote of the executive board.

Section 2. Special Committees

Special committees may be appointed by the president as he/she deems necessary for specific tasks. Members of these committees shall serve at the pleasure of the president, and their terms otherwise shall expire concurrently with that of the president, or on the completion of the appointed duty.

Section 3. Duties of Committees

Where not otherwise specified, the duties of committees shall be designated by the president, or the designated committee chairpersons. The president may request that the activities of any committee be discussed before the executive board at one of its meetings, and may invite committee chairpersons or other committee members to attend that meeting.

ARTICLE VII. PARLIMENTARY AUTHORITY

The president's or president's designee parliamentary decision upon the floor and the annual conference or any regularly scheduled chapter meeting shall be final, provided it is not in conflict with the conference rules of this chapter or its bylaws. Absent such provisions, Roberts Rules of Order shall guide parliamentary procedure to the extent practicable.

Upon any question coming before this chapter not otherwise specifically provided for in the bylaws, the presiding officer shall be governed to the extent practicable by Roberts Rules of Order.

All items, whether it is old or new business, shall be presented to the board or designee to be approved and added to the agenda by the seventh day before the regularly scheduled board meeting.

The meeting will follow an agenda set forth and approved by the board at their regularly scheduled meeting.

Anyone wishing to speak or comment on any items shall raise their hand and wait to be called on by the president or designee in turn. No speaking out of turn or at the same time as the designated person.

If any items are not submitted to the board to be on the agenda they are required to be submitted to the board before the next scheduled meeting to be heard during the next meeting.

The president or designee has the authority to stop a speaker during the meeting; speakers out of turn will receive one warning and could possibly be asked to leave if they continue to be disruptive during the meeting.

ARTICLE VIII. AMENDMENT

Section 1. Requirements for Amendment

- A. Proposals by a member in good standing made at the annual conference or a regularly scheduled meeting shall be considered by the executive board, the result of their decision being reported at the next regularly scheduled meeting and/or the annual

conference. In case of any question, the president shall decide if the proposal requires an amendment to the bylaws.

Section 2. Amendment Procedures

The bylaws of the chapter shall be honored by any member in good standing.

- A. An amending proposal shall be submitted by the maker in written form to the executive board and its format shall in order be:
 - 1. Indication of the name of the maker and the date submitted of the proposal;
 - 2. Indication of the intent of the proposal;
 - 3. Indication of the meeting or annual conference where consideration is desired;
 - 4. Indication of the article(s), section(s), and paragraph(s) of the bylaws proposed to be amended; and
 - 5. Proposed amending language.
- B. A resolution to amend the bylaws of this chapter shall be based upon the required amending proposal and, with the guidance of the executive board; it shall be so devised and drafted. A copy of the draft resolution shall be provided to the maker prior to publication for his/her concurrence. Participation by the executive board in these matters shall not be construed to imply their support of the measures considered therein except when the executive board initiates an amending resolution.
- C. An amending resolution which has been processed in accordance with the requirements of Article VIII, Section 2 shall be published and mailed through the U.S. Postal Service or in electronic format to all members of this chapter no less than thirty (30) days before the next scheduled meeting or annual conference for consideration.
- D. Minor technical amendments to a resolution to amend the bylaws may be made by a quorum by means of a majority vote on each proposed resolution amendment, if so deemed in order by the president, and so long as the original purpose and intent of the proposed amendment is maintained.

Section 3. 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 bylaws shall be published on the NC NENA website after adoption.

ARTICLE IX. ANNUAL CONFERENCE

Section 1. Conference Quorum

The members attending a business session of an annual conference shall constitute a conference quorum.

Section 2. Conference Rules

Conference rules may be established by the executive board between annual conferences or by a majority vote of an annual conference quorum. The conference rules shall be part and parcel of these bylaws provided the provisions of bylaws Article VIII, Section D are waived with respect to the conference rules only.

ARTICLE X. EMPLOYMENT OF COUNSEL

Section 1. Employment Procedure

Counsel shall be employed upon a recommendation by the president and majority vote approval of the executive board. The executive board shall stipulate the retainer fee by majority vote.

Section 2. Purpose

Counsel shall be employed for the purpose of providing legal advice or representation to the chapter and for the preparation and presentation of matters before governmental bodies as desired by the chapter.

ARTICLE XI. GRANTS AND CONTRIBUTIONS

Section 1. Application for Funds

The president of this chapter, or any member designated by him/ her, may make application to any organization, corporations, agencies, groups, or persons for grants or contributions of funds or property for carrying out general or specific purposes of this chapter.

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 Grants or Contributions

Any member who may be offered a grant, contribution or contract for this chapter shall immediately notify the president. No grant or contribution shall be finally accepted by the chapter except upon approval of the executive board. The terms of any such grant or contribution shall be set forth in writing and signed 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 procedures defined for general funds of this chapter unless provided otherwise in the terms of the grant or contribution, and agreed to by the executive board.

ARTICLE XII. RETENTION OF PROPERTY INTEREST

Section 1. Retention of Title

All right, title, and interest, both legal and equitable, in and to property of this chapter shall remain in the chapter.

Section 2. Requirements For Return of Property

Any property of the chapter in the possession or trust of a member or employee shall be returned immediately to the chapter in the event of his/her death, resignation, suspension, or expulsion.

ARTICLE XIII. USE OF CHAPTER FUNDS TO SEND OFFICERS TO NENA RELATED EVENTS

Section 1. Purpose

It is imperative that the chapter be represented at the annual National NENA Conference every year. Such representation should be by the president during the year of their presidential term. It is also imperative that the chapter be represented by the sitting president at the annual State NENA Conference every year.

It is recognized that the above representative might not be able to attend because the organization for which they work cannot provide all, or part, of the funds. NC NENA will need paperwork from their agency stating these funds are not available. In order to ensure that the named representative can attend, the chapter will make funds available each year if they cannot obtain 100 percent financing from their employer, under the following guidelines:

- A. The attendee must have itemized their known and projected costs for the conference, and show the deficit between the total projected conference costs and funds available from their organizations, attesting to the fact that all or part of the funds are not available. The attendee is expected to secure whatever funds they can from their employers before receiving chapter funds.
- B. Only the cost of the conference registration and travel to and from the conference, as well as hotel expense and state per diem rate for meals or actual meal expense, whichever is less, will be paid in full. Actual transportation expenses, not to exceed the lowest available round-trip coach airfare, or mileage at the IRS standard mileage rate will be paid. Receipts must be provided for all claimed expenses.
- C. If the president is unable to attend the National NENA Conference, for whatever reason, the responsibility to attend shall fall first to the first vice president, second to the second vice president, third to the secretary, fourth to the treasurer, and fifth to a regional representative appointed by the president. If none of these individuals are able to attend, for whatever reason, the president may appoint a chapter member, in good standing, to attend and represent the chapter. This appointee is eligible for funds as prescribed in this policy.
- D. Within 15 days after the conference, the attendee shall file a complete disclosure statement with the treasurer (or president if the treasurer is the attendee), itemizing all costs incurred at the conference.
- E. The treasurer shall insure that money is available every year in this fund.

ARTICLE XIV. ANNUAL CHAPTER BUDGET

Section 1. Purpose

The purpose of the annual chapter budget is to document and guide the financial activities of the chapter over the course of its fiscal year, which is defined as the period of time between consecutive annual conferences.

Section 2. Procedures

The annual budget shall be prepared by the incoming president with the assistance of the treasurer in a form developed by him or her that is in keeping with sound budget and accounting procedures and practices, and providing a balanced budget.

Section 3. Annual Budget Provisions

The annual budget shall contain all expenditures and revenues reasonably expected to be incurred or anticipated over the fiscal year to conduct normal chapter activities and events.

Expenditures shall include, but are not limited to, costs associated with the annual

conference, expenses incurred by chapter members in conducting chapter business, travel expenses incurred by the president (or designated member) in attending the National NENA Annual Conference, per Article XIII, costs associated with preparing items of clothing or other such materials intended for sale by the chapter, and legal costs, including those incurred in retaining legal counsel.

Revenues shall include, but are not limited to, income generated from fees, subscriptions, and dues, including those remitted back to the chapter from National NENA, associated revenue generated from the annual conference, and income associated with any grants or contributions provided the chapter.

Section 4. Authority of The Executive Board

The executive board shall be empowered to make any and all decisions regarding expenditures made and income received by the chapter. This includes, but is not limited to, setting advertising rates for the chapter newsletter, setting rates for the renting of vendor space at the annual conference, setting the prices for the sale of promotional items prepared by the chapter, such as clothing, setting the rates for attendance to the annual conference and any other event sponsored and endorsed by the chapter, setting the rates and limits for incurring the services of legal counsel, setting the rates and limits for any costs incurred associated with conducting normal chapter business and activities, and setting the rates and limits for any costs incurred in the conducting of these duties, the executive board is empowered to revise any and all provisions contained within the annual budget, providing that the financial status of the chapter remains sound and solvent at all times.

ARTICLE XV. DISBURSEMENT OF ASSETS UPON DISOLUTION

Should the North Carolina Chapter of NENA be dissolved, all assets remaining after all chapter debts have been retired shall be distributed to an organization, or organizations, of similar purpose as selected by a two-thirds majority vote of an annual conference quorum, or by a majority vote of the executive board if between annual conferences.

ARTICLE XVI. TRADEMARK PROTECTION

Section 1. Statement of Policy

Use of the North Carolina Chapter of NENA logo shall be strictly controlled by the executive board.

- A. Chapter members are specifically authorized to use the logo for stationary and other promotional purposes in the pursuit of their normal business activities provided use of the logo is not misleading or misrepresentative of the chapter in any way, and is not in poor taste. The executive board reserves the right to revoke the privilege of any member when use of the logo is felt to be misleading, misrepresentative, or in poor taste. Members are encouraged to submit a draft of

any material using the logo to the executive board if there is some question regarding the use of the logo.

- B. The use of the logo in the manufacture of articles of clothing, jewelry, hardware and other promotional items, and in conjunction with identification and/or commercial activities is expressly prohibited except with the express written authority of the executive board in each particular instance.