



## **SABINE – NECHES CHIEFS' ASSOCIATION**

### **CONSTITUTION**

**Revised November 5, 2014**

#### **ARTICLE I**

#### **IDENTITY – PURPOSE – OBJECTIVES**

##### **Section 1. – Identity**

The name of the association shall be the **Sabine-Neches Chiefs' Association**, herein after referred to as the **SNCA**. The **SNCA** shall be a non-profit association subject to applicable Federal and State Laws.

##### **Section 2. – Purpose**

The purpose of the **SNCA** shall be:

- 1) To unite member governmental agencies, industrial manufacturing facilities, public utilities, pipeline companies, petroleum/chemical storage facilities, public for-profit/non-profit entities, community service organizations, vendor/sales companies, and for-profit providers of contractual services for mutual aid assistance in the SNCA's area of mutual aid participation, specifically Jefferson, Orange, and Hardin Counties in Texas.
- 2) To provide for the exchange of technical information and developments in the field of emergency response.
- 3) To encourage and foster high professional standards of service to those that we serve.
- 4) Response members of the SNCA will respond to calls/requests for mutual aid assistance made by other SNCA members at their sole discretion. Nothing in the SNCA Constitution or By-Laws shall be construed as to require any SNCA member to respond to a mutual aid request.

##### **Section 3. – Objectives**

The objectives of the **SNCA** shall be carried out through such activities as:

- 1) Conducting monthly meetings with speakers, presentations, and training from Federal, State, Local Government, Industry

Representatives that promotes the knowledge of potential hazards and emergency operations in the field of emergency response.

- 2) Serving in an advisory capacity and supporting training programs that foster professional growth, identification of hazards, and the education of emergency response personnel in all areas of emergency operations.
- 3) Soliciting information in the form of surveys and requests for comment on issues, legislation, standards, plans, decision-making tools, or any other item directly related to emergency preparedness or response.
- 4) Facilitate and encourage mutual aid agreements between SNCA Response Members in the SNCA's area of mutual aid participation, specifically Jefferson, Orange, and Hardin Counties in Texas.
- 5) Maintaining contact with and supporting activities of mutual interest with other Emergency Management Associations and Mutual Aid Organizations.
- 6) Supporting and participating in drills and exercises that test or enhance the capabilities of the **SNCA**.
- 7) Presentation of annual awards and recognition for outstanding or exemplary work or programs in emergency response or service to the **SNCA**.
- 8) Maintain electronic media (web site) for easy access on the internet which may include, meeting dates, inventory, history, calendar, news, pictures, awards, electronic payments for fund raisers & membership dues, and any other pertinent information about the **SNCA**.
- 9) Maintain and update the Constitution, By-Laws, Strategic Plan, and Standard Operating Guidelines of the **SNCA** as needed.
- 10) Providing certain Donations & Bereavement/Relief benefits, if funds are available, as requested by **SNCA** members in good standing.

## **ARTICLE II**

### **MEMBERSHIP**

#### **Section 1. – Non-Discrimination**

The members, officers, directors, persons served by, agents, contractors, or institutions hired by the **SNCA** shall be selected, elected, appointed, or hired entirely on a non-discriminatory basis without bias with regards to age, sex, race, color, creed, religious belief, or national origin.

## **Section 2. – Terms/Definitions**

**Member:** The authorized representative of a member governmental agency, industrial manufacturing facility, public utility, pipeline company, petroleum/chemical storage facility, public for-profit/non-profit entity, community service organization, honorary member, vendor/sales company, for profit provider of contract services, who is (21) years of age or older.

**Primary Member:** The primary member is the first point of contact if the agency is needed to provide assistance during an emergency. The primary member is responsible for updating his/her agency's SNCA database account which includes all agency contact information, primary and alternate member contact information, agency inventory, and agency radio capability. If the agency is a voting member, the primary member will be the primary voting member. If both the primary and alternate voting members attend a meeting together, only the primary member can vote or make a motion.

**Alternate Member:** The alternate member is the second point of contact in case the primary is unavailable when an assistance request is made. All members should have an alternate in the event the primary member cannot be reached. If the agency is a voting member, the alternate member will be the alternate voting member when the primary is not present."

**Member in Remiss:** The authorized representative of a member governmental agency, industrial manufacturing facility, public utility, pipeline company, petroleum/chemical storage facility, public for-profit/non-profit entity, community service organization, honorary member, vendor/sales company, for profit provider of contract services, who is (21) years of age or older in violation of Article II, Section 5, b. of the Constitution.

**Membership Area:** The Agency, Company, Entity, or Organization must have offices and/or operations in the counties of Jefferson, Hardin or Orange. Current Members in good standing with offices or operations outside of the defined membership area on date of adoption of Article II are exempt from this requirement.

### **a. MEMBERSHIP TYPES**

**Voting Member:** The authorized representative of any agency, company, entity, organization, or group that can physically respond to emergencies with vehicles, apparatus, equipment, materials, or personnel anywhere in the membership area

as defined on a 24 hour basis other than a member classified as honorary, provisional, or vendor/sales company. Each agency, company, entity, or organization granted voting status will be allowed (1) vote. The authorized voting member and alternate will be determined in order based on the information submitted on the emergency contact information form. Only one member can hold office at any time. Voting members must meet Section 5. Dues Structure.

**Non-Voting Member:** Any other member who does not meet the qualifications of a voting member.

**b. MEMBERSHIP CLASSIFICATION**

**Membership Classification List:**

**Types**

1. Community Service Org. (Exempt)			Non-Voting
2. Governmental Agency –	Voting	or	Non-Voting
3. Governmental Agency (Exempt)	Voting	or	Non-Voting
4. Honorary Member -			Non-Voting
5. Industrial Facility –	Voting	or	Non-Voting
6. Pipeline/Storage Facility -	Voting	or	Non-Voting
7. Provisional Member -			Non-Voting
8. Public For-Profit/Non-Profit Entity -	Voting	or	Non-Voting
9. Public Utility -	Voting	or	Non-Voting
10. Vendors/Sales Company -			Non-Voting
11. Volunteer Fire Department –	Voting	or	Non-Voting

**Community Service Organization:** Any non-profit entity, organization, or group, which provides disaster related services during times of an emergency for the good of the community at no charge.

**Government Agency:** Any agency supported in part or whole by public tax monies that are governed by an elected/appointed board or body and are required to comply with all Federal, State, County, and Municipal Codes, Ordinances, Orders, and Directives. For membership purposes Volunteer Fire Departments that receive no tax money support will be placed in this membership area.

**Honorary Member:** Any authorized representative or other person not normally qualified for membership who honorably retires from any participating member agency, company, entity, organization, or group, or any person who has rendered distinguished service to the **SNCA** as determined by the Board of Directors. Non Voting.

**Industrial Facility:** Any private for-profit facility that engages in the refining, distillation, compounding, manufacturing, or use of any petroleum product,

chemical, or substance regulated as a hazardous material by Federal or State Statute.

**Pipeline/Storage Facility:** Any private for-profit company that engages solely in the transportation by pipeline or fixed storage of any petroleum product, chemical, or substance regulated as a hazardous material by Federal or State Statute.

**Provisional Member:** Any other facility, agency, entity, **or** organization located outside of Jefferson, Orange, or Hardin counties but because of their geographic location could present a clear hazard to persons or SNCA members located in the SNCA operating area or who could provide specialized technical or other assistance.

Provisional members that are geographically located **outside** the State of Texas may only be responded to by Municipal SNCA members as a result of a Texas Governor's Declaration. Other Non-Municipal SNCA members may respond according to their own response stipulations and limitations.

Provisional members are classified as non-voting members. Provisional members are encouraged to actively participate in SNCA disaster planning for the good of the association and its members. Responses by Provisional Members to a request by an SNCA member may be subject to rules of the State that the Provisional member operates in.

SNCA members may respond to requests for assistance from a provisional member at their own discretion. **Responses** by an individual member will not be construed as a response sanctioned or supported by the SNCA.

**Public For-Profit/Non-Profit Entity:** Any entity, organization, or institution that provides a service or function in the public response sector to include emergency medical service providers.

**Public Utility:** Any public for-profit entity engaged in the provision of utility services to include electrical service, natural gas service, telephone service, or any other service regulated by the Public Utility Commission of the State of Texas.

**Vendors/Sales Company:** Any private for-profit entity, organization, or company that provides products, materials, supplies, contractual services, or equipment related to public safety, industrial emergency response, or disaster related services including Contract Fire Protection, which is any private for-profit entity, company, or organization that provides fire, rescue, or public safety response capabilities to any member of the Association under written agreement or contract.

**Volunteer Fire Department:** A Volunteer Fire Department that has no paid personnel from a government entity such as a municipality or an emergency services district and does not receive any public tax support.

### **Section 3. - Qualification for Membership:**

- a. To qualify as a member of the **SNCA**, members must meet the requirements and stipulations of the Constitution, By-Laws, and SOG's of the **SNCA**, and by definition, qualifies under the classification of membership. Voting status to be determined by the Board of Directors based on verified information as contained in the letter of request for membership.
- b. All current members must make SNCA database entries of Emergency Contact Information and Response Capabilities. Any changes shall be updated on the SNCA database within (30) days.
- c. On SNCA work days, all members must update their current inventory list of resources available for response on the SNCA database. **Only** those resources available for response outside of a facility, entity, or jurisdiction shall be reported.
- d. Falsification of any document to include misleading information on any document submitted by a member will constitute grounds to refer the matter to the Board of Directors to reclassify voting status or begin the elimination process.

### **Section 4. - Application for Membership:**

- a. To apply for membership in the **SNCA**, a prospective member must complete and submit to the Secretary/Treasurer of the **SNCA** a letter requesting membership, which includes the types of response equipment and staffing capabilities available outside of their facility. NOTE: Prospective members are not required to have response capabilities to become a member of the SNCA. The response capabilities identify what classification of membership the prospective member qualifies for. The prospective member must also provide a letter from a member in good standing recommending the prospective member as described in SNCA SOG 100-8 How to Join.
- b. Falsification of any document or the information contained in any document to include any misleading information will be considered grounds to terminate the application process.
- c. The Secretary/Treasurer refer all prospective members upon request of an application for membership to the Constitution, By-Laws, Strategic Plan,

and Standard Operating Guidelines located on the **SNCA** Web Site at [www.snchiefs.com](http://www.snchiefs.com) .

- d. Upon receipt of the application packet, the letter of intent requesting membership along with the member recommendation letter will be read at the next following monthly meeting of the **SNCA**. This will begin the application review process with the stipulation that the application packet will be forwarded to the Board of Directors for review. This shall constitute the first and only required reading before the general membership.
- e. Upon review, the Board of Directors will determine the class of membership of the applicant, the designation of a voting or non-voting status, and the response capability of the agency, company, entity, or organization. The Board of Directors has the authority to question any information reported, request additional information as needed, and include a site inspection and/or inventory of reported capabilities if warranted.
- f. Based on the review of the Board of Directors, the applicant will be assigned a classification, and voting status, and the recommendation of the Board of Directors will be presented to the next scheduled monthly meeting for a general vote of the membership. To expedite the application process, information to the Board and recommendations from the Board can be exchanged via electronic means.
- g. Based on any objections as to the applicant classification status or voting status by any voting member in the general session, the applicant information will be referred back to the Board of Directors for additional study. The Board of Directors will review the information submitted, make a determination, and the applicant classification and voting status will be brought back to the voting members at the next scheduled monthly meeting. The findings of the Board of Directors will be presented, and a general vote of the membership will be taken.
- h. Once approved by the voting membership, an invoice for dues will be sent to the new member. Full membership is contingent on completion of the SNCA database information (A login and password will be issued by the Secretary/Treasurer); and receipt of payment of SNCA dues. The prospective member must complete both items within 60 days of the date of SNCA dues invoice. Memberships run from January 1 to December 31 each year.

#### **Section 5. - Dues Structure:**

- a. All dues for membership of the **SNCA** are yearly. The Secretary/Treasurer in August of the current calendar year shall invoice all members for the coming fiscal year. All dues will be due no later than

December 31<sup>st</sup> of the calendar year invoiced. A dues payment extension may be provided across the membership or individually at the discretion of the Board, except no extension may exceed eleven (11) months.

- b. Any dues paying member who fails to pay dues on or before December 31<sup>st</sup> shall become a member in remiss. Failure to pay dues by June 30<sup>th</sup> will result in termination as a member of the **SNCA**. Once a membership has lapsed due to lack of payment of dues, any member requesting re-admittance to the Association will comply with Article II Sections 3 of the Constitution of the **SNCA** and be required to pay dues and late fees owed at the time of termination.
- c. The yearly dues structure is outlined in **Article I** of the **By-Laws** of the **SNCA**.
- d. All dues paying members are required to host monthly meetings on a rotating basis.
- e. Government entities not otherwise exempt from hosting requirements with multiple memberships by separate services are not required to individually host monthly meetings. One monthly meeting jointly hosted by all services of an entity of government will satisfy the monthly meeting-hosting requirement.
- f. Community Service Organizations are exempt from dues and hosting requirements, however are not eligible for voting status.
- g. Honorary Members will be exempt from dues and hosting requirements, however are not eligible for voting status.
- h. Federal and State Agencies who are prohibited by statute from the expenditure of tax monies for professional or organization dues are exempt from the dues and hosting requirements, however are allowed voting status if they meet the qualifications of a voting member.
- i. New memberships shall be invoiced pro-rata based on the number of months remaining in the Fiscal Year. (Example: If member is approved in June, the member would pay for 7 months).

#### **Section 6. - Honorary Membership:**

Honorary membership may be conferred on a member in good standing who has honorably retired from a **SNCA** member, or a person who has rendered distinguished service to the **SNCA**. Requests for honorary membership shall be made to the Board of Directors, and upon a majority



vote be conferred and duly announced at the next monthly **SNCA** meeting.

#### **Section 7. - Contract Fire Protection:**

Any member who enters into a contractual agreement for primary provision of fire, rescue, or public safety services will not be granted voting status unless said contract includes provisions that guarantees mutual aid response outside the contracted facility as part of the contractual agreement. Any member entering into a contractual agreement must notify the **SNCA** in writing within (30) days of the inception of any contractual agreement. The member must provide a copy of the portion of the contract so detailing the required provisions for membership, and the stipulation that the normal contract fees will be waived on any requested mutual aid response on behalf of the **SNCA**.

#### **Section 8. - Elimination/Change of Voting Status:**

- a. The Board of Directors, either upon its own initiative or based on a recommendation in writing submitted to the Secretary/Treasurer, may recommend the elimination or change of voting status of any member for cause at the discretion of the Board.
- b. Such recommendation will include a written report submitted to the voting members by the Board of Directors and may include, but is not limited to inquiries, investigations, site visits, or other documentation supporting such recommendation.

### **ARTICLE III**

#### **VOTING**

Voting shall be conducted in accordance with ***Robert's Rules of Order***.

- 1) All voting members present at any Monthly Meeting shall be entitled to cast one vote.
- 2) At the discretion of the President, or upon motion from the floor, voting may be conducted by written ballot.
- 3) Voting by proxy or mail shall not be permitted.
- 4) In cases of a vote by written ballot, the Sergeant of Arms, or in his/her absence, a Board Member and (2)-voting members appointed by the President shall supervise the tally of ballots. Upon tally, the results shall

be reported to the Secretary/Treasurer, and so announced to the general membership by the President.

- 5) In cases of a tie vote, the matter shall immediately be referred to the Board of Directors. A vote by the Board of Directors utilizing a written ballot shall be taken, and the results shall so stand as the final vote on the matter.

## **ARTICLE IV**

### **OFFICERS**

#### **Section 1. – Qualifications**

- 1) Only one person from a voting member organization in good standing shall be eligible to hold office at a time.
- 2) Officers must be able to regularly attend **SNCA** functions, accept the responsibilities of the office they hold, and abide by the Constitution and By-Laws of the **SNCA**.
- 3) Officers must attend all regularly scheduled Monthly Meetings, Board Meetings, or Special Meetings called by the President. An excused absence due to emergencies or job related conflict must be forwarded to the Secretary/Treasurer in writing or by electronic means prior to the scheduled or called meeting. The President shall review the request for excused absence, and it shall be duly reported in the minutes of the meeting. If an Officer fails to request an excused absence and fails to attend a required meeting or function, the President may institute Removal from Office proceedings.

#### **Section 2. – Officers**

The Officers of the **SNCA** shall consist of a President, Vice President, Secretary/Treasurer, Sergeant of Arms, and (9) Directors.

#### **Section 3. – Executive Officers**

The Executive Officers shall consist of the President, Vice President, Secretary/Treasurer, and the Sergeant of Arms.

#### **Section 4. – Board of Directors**

The Board of Directors shall consist of the President, Vice President, Secretary/Treasurer, Sergeant of Arms, and the (9) Directors. The (9) Directors

shall consist of (2) each from Municipal Fire, Industrial Sector, Law Enforcement, (1) EMS, (1) Health and (1) At-Large Director.

### **Section 5. – Elections**

Officers whose terms are expiring shall be elected at the December meeting of each calendar year. The Board of Directors may delay or cancel elections and/or extend terms due to extenuating circumstances arising from acts of nature, man made disasters and/or acts of war.

### **Section 6. – Terms**

- 1) The term of each Officer shall begin at the end of the annual meeting in which they are elected and installed.
- 2) The President, Vice President and Secretary/Treasurer **may not** succeed themselves in the same office. **The Secretary/Treasurer shall become Vice President elect, and shall succeed to the office of Vice President at the expiration of the term of the Vice President.** The Vice President shall become the President Elect, and shall succeed to the office of President at the expiration of the term of the President. EXCEPTION: In exigent circumstances the Board of Directors may select a voting member in good standing and upon a majority vote of the membership, said member shall be appointed to the vacant office.
- 3) A member of a Government Fire Entity, Government Police Entity, and a Member of an Industrial Entity shall fill the Position of President, Vice President and Secretary/Treasurer on a rotating basis.
- 4) The Sergeant of Arms and Directors are not limited in the number of terms in which they may serve.
- 5) All Officers and Directors shall serve two-year terms.
- 6) The Directors of the **SNCA** shall be composed of (2) Directors from Municipal Fire, (2) Directors from the Industrial Sector, (2) Directors from Law Enforcement, (1) At-Large Director, (1) Director from EMS and (1) Director from Health. They will be elected on an odd/even year basis with (1) Director from Municipal Fire, Industrial Sector, Law Enforcement and EMS elected for terms beginning in even numbered years, and (1) Director from Municipal Fire, Industrial Sector, Law Enforcement, Health, and the At-Large Director for terms beginning in odd numbered years.

### **Section 7. – NOMINATIONS FOR OFFICERS**

- 1) The Chair of the Nominations Committee shall appoint (2) Voting Members and the Nominating Committee shall consist of the Chair and (2) Voting Members.
- 2) The Chair of the Nominations Committee shall take nominations for Officers during the calendar year. Nominations must be submitted to the Chair of the Nominations Committee in writing no later than 12 noon the first Wednesday in November each year. Nominations can be made by any primary or alternate voting member only. Only one nomination per position will be accepted from each voting member organization. The written nomination must include the person's name, position, address, contact numbers, and the position nominated for. No member may nominate himself or herself for an elected position in the **SNCA**.
- 3) It shall be the responsibility of the Chair of the Nominations Committee to verify the qualifications of the member submitted, and to contact the person nominated to insure their willingness to serve in the position nominated for.
- 4) Once nominations have been closed (45) days prior to the General Election, the Chair of the Nominations Committee shall prepare a list of prospective candidates. The list shall be submitted to the Nominations Committee for review. After review, a list of prospective candidates shall be submitted to the Board of Directors prior to the December meeting.
- 5) The list shall be reviewed by the Board of Directors at the fourth quarter board meeting prior to the December meeting, and a slate of prospective candidates will be approved, including electronic vote, for submission to the membership for General Election. The Chair of the Nominations Committee based on the approved slate shall prepare a written ballot. Spaces for write-in candidates shall be provided on the election ballot.
- 6) The slate shall be presented to the membership at the December meeting, and the President shall provide the membership the opportunity to make nominations from the floor, or accept the slate as presented.
- 7) Should floor nominations be made, the Chair of the Nominations Committee shall insure that the prospective candidate/s meet the qualifications for elected office in the Association prior to a vote being taken.

### **Section 8. – Vacancies of Office**

- 8 If there is a vacancy in the Office of President, the Vice President shall automatically succeed to the Office of President. EXCEPTION: In exigent circumstances the Board of Directors may select a voting member in good

standing and upon a majority vote of the membership, said member shall be appointed to the vacant office.

- 1) If there is a vacancy in any other Office other than the Office of President, the President shall recommend an appointment to the Board of Directors, and upon a majority vote, shall so be appointed to the vacant office.
- 2) In the event of a vacancy in the Office of President and Vice President, the offices shall be filled on recommendation and vote of the remaining Officers.

### **Section 9. - Duties of Officers**

- 1) The **President** shall serve as the Chief Executive Officer of the SNCA. The President shall preside over all meetings, appoint committee Chairpersons, select the site and time for Board of Directors meetings, represent the SNCA at all outside events, hearings, meetings for official comment, and perform other administrative functions and duties as required.
- 2) The **Vice President** shall preside in the absence of the President, and shall perform the duties of the President in case of his/her absence or inability to perform the duties of office, and perform other duties as assigned by the President.
- 3) The **Secretary/Treasurer** shall serve as the official record keeper of the SNCA. The Secretary/Treasurer shall keep minutes of all meetings, keep all records of the SNCA, be responsible for all financial transactions, receive deposits and disperse funds, assure the segregation of duties, handle all correspondence and keep a record thereof, and perform other duties as assigned by the President. The Secretary/Treasurer shall be bonded, and the bonding expense shall be paid by the SNCA. The Secretary/Treasurer shall make sure that all transactions with PayPal are timely and that all documentation is secured.
- 4) The **Sergeant of Arms** shall maintain order at all SNCA functions. The Sergeant of Arms shall supervise the tally of all written ballots, conduct any inquiries as directed by the President of the SNCA and duly report his/her findings to the Board, serve as the officer of record for any contested point of order, and shall rule on all contested points of order involving the conduct of SNCA business. The Sergeant of Arms shall perform other duties as assigned by the President.
- 5) Directors shall assist the Executive Officers of the SNCA in the conduct of business and accomplishment of its purpose and objectives. Directors shall perform other duties as assigned by the President.

## Section 10. – Removal from Office

No Officer of the **SNCA** may be removed from Office for lack of just cause.

- 1) The President shall insure that Officers of the **SNCA** are performing their respective duties and assignments.
- 2) Should the Executive Officers determine that an Officer is or has failed to fulfill the requirements of their respective office, removal proceedings may be instituted.
- 3) The Executive Officers shall meet, review the reasons or cause for removal, and prepare a recommendation for removal to be submitted to the Board of Directors for action.
- 4) The Board of Directors shall meet and review the recommendation of the Executive Officers. The recommendation shall go to a vote of the Board of Directors, and the results shall so stand as the final vote on the matter.
- 5) A written report to include the just cause for removal, the recommendation, and the results of the vote of the Board of Directors shall be provided to the membership within (10) days of the action.

## ARTICLE V

### MEETINGS

- 1) ***Robert's Rules of Order*** shall be the parliamentary authority for all meetings and matters of procedure not specifically covered by the Constitution and By-Laws of the **SNCA**.
- 2) The **SNCA** shall have a Monthly Meeting on the first Wednesday of each month of the calendar year at a place to be determined by the entity hosting the Monthly meeting. The President shall have the authority to change the meeting date due to holidays, or other conflicts, as he/she deems necessary.
- 3) Effective January 1, 2009, the SNCA as an organization will host (pay for with SNCA funds unless a member offers to pay for said meeting) 3 (three) ***working meetings*** to be held on regular monthly meeting Wednesdays on first monthly meeting for the first three quarters of each calendar year (January, April, July) at a place determined by the SNCA Board of Directors. One of the three required monthly meeting must take place in Jefferson, Orange, ***and*** Hardin County. The purpose of these "working meetings" is to provide ***an*** opportunity for each committee to

meet and conduct required SNCA business ***and provide an*** opportunity for the SNCA board to interact with and provide guidance to each committee. There will be **no presentation** scheduled or allowed at working meetings that does not pertain to specific SNCA committee work. The SNCA President may reschedule the required working meeting to a different month in a quarter consistent with Article V, Section 2.

- 4) The Board of Directors shall meet at least quarterly during a calendar year at a time and place determined by the President.
- 5) The President or Vice President, Secretary/Treasurer, or Sergeant of Arms, and (10) Voting Members shall constitute a quorum for any Monthly or Special Meeting of the **SNCA**.
- 6) Seven (7) Members of the Board of Directors shall constitute a quorum for conducting business at any Board or Special Meeting.
- 7) The President may call special meetings at any time if approved by the Executive Officers of the **SNCA**.
- 8) All Monthly Meetings of the **SNCA** are considered open meetings and are open to any person who may desire to attend.
- 9) All Board of Director Meetings are considered closed meetings, and not open to the General Membership or any person, unless so requested in writing to the Secretary to address a specific issue (5) days prior to a called Board Meeting.
- 10) The Secretary shall prepare at the direction of the President an agenda for all called meetings, and the agenda for the Monthly meeting shall be available at the site of the Monthly meeting.
- 11) Minutes of the meetings of the Board of Directors and Monthly meetings shall be available at the next meeting of the Association and approved as required.

## **ARTICLE VI**

### **FINANCES**

- 1) The Executive Officers shall develop and adopt procedures for ensuring accountability for all monies received and spent in the course of conducting **SNCA** business.
- 2) No monies may be spent for any purpose other than the conducting **SNCA** business without the approval of the Board of Directors.

- 3) Officers of the **SNCA** while conducting **SNCA** business shall be eligible for reimbursement at the approved State rate for expenses incurred for travel, lodging, and meals.
- 4) The Treasurer shall prepare and present a complete financial report showing income, expenses, and credit/debit card transactions at each Board and Monthly meeting.
- 5) All bills must be submitted and approved by the Board of Directors.
- 6) Two signatures shall be required on all checks issued by the **SNCA**. Officers authorized to sign checks shall be the President, Vice President, and the Secretary/Treasurer.
- 7) Two approvals shall be required on all **SNCA** credit/debit card purchases. Officers authorized to hold credit/debit cards shall be the President, Vice President, and the Secretary/Treasurer. When purchasing, the authorized officer shall notify one other authorized officer of said purchase and then record the purchase with the Secretary/Treasurer. Notifications to the Secretary/Treasurer shall be made in writing including electronic transmissions.
- 8) All monies shall be deposited in an insured financial institution in the name of the **Sabine-Neches Chiefs' Association**.
- 9) There shall be an annual financial review of all **SNCA** finances and records, or an ad hoc financial review as required by the Board of the Directors. The review shall be conducted by an outside accounting firm so licensed and the results shall be submitted to and approved by the Board of Directors.
- 10) An electronic means of payment (Example: Pay Pal) shall be established and maintained on the SNCA Web Site for the purposes of receiving payments for fund raisers, membership dues, and/or any other pertinent payments to the **SNCA**. Specifics of the electronic payment are in the By-Laws, Article V, Association Records, 6).

## **ARTICLE VII**

### **STANDING COMMITTEES**

- 1) The President shall appoint a member or authorized representative of a member to serve as the Chairperson of the following Standing Committees.



- A) Nominating
  - B) Membership
  - C) Constitution and By-Laws
  - D) Finance/Budget
  - E) Training and Education
  - F) Awards/Public Relations
  - G) Communications
  - H) Inventory
  - I) Bosses Night
  - J) Program
  - K) Drill/Exercise
  - L) Homeland Security
  - M) Oil Spill
  - N) Incident Management Team
  - O) Strategic Planning
  - P) Golf Tournament
  - Q) Web Site
- 2) The President may appoint other Ad-Hoc Committees as deemed necessary.
  - 3) The Chairperson of each Standing Committee may appoint additional members of the Association to serve on the Committee.
  - 4) The Chairperson of each Standing Committee shall provide a report of Committee activities at every Monthly meeting, and said report shall be recorded in the minutes.
  - 5) The Chairperson of each Standing Committee may call a meeting of his/her committee as needed. Written minutes of the meeting shall be prepared by the Chairperson and submitted to the Secretary/Treasurer to be presented at the next quarterly Board Meeting. Chairpersons of Committees may be required to attend Quarterly Board of Director Meetings at the request of the President.
  - 6) The Chairperson of each Standing Committee shall fulfill the duties prescribed in the Constitution and By-Laws of the **SNCA**, and any other duties as assigned by the President.

## **ARTICLE VIII**

### **AWARDS**

- 1) Awards will be presented at the Bosses Night Meeting on the first Monday of December of each calendar year.

- 2) The Chairperson of the Awards Committee shall take nominations from the membership for award recipients prior to the 4<sup>th</sup> quarter Board Meeting. The nominations shall be presented to the Awards Committee for a recommendation. The recommendation will then be presented to the Board of Directors for approval. The proceedings relating to nominations for award recipients shall remain secret, and shall not be reported in any minutes, or verbally to the membership.
- 3) The classes of awards is as follows:
  - A) The Outstanding Member Award is presented to a Member in recognition of exemplary performance relating to emergency management, emergency response, or emergency related duties or program administration.
  - B) The Community Service Award is presented to any person who has provided leadership, guidance, facilities, equipment, or support to an Emergency Response Program, a Community, or the profession in the furtherance of emergency response activities.
  - C) The Distinguished Service Award is presented to the outgoing President.
  - D) The Awards Committee may recommend any Special Awards in recognition of contributions made in the advancement of Emergency Management, Emergency Response, or Public Safety.

## **ARTICLE IX**

### **AMENDMENTS**

#### **Section 1. – Constitution**

The Constitution may be amended by a majority vote of Voting Members present at any Monthly or Special Meeting provided the membership has been provided a copy thereof in writing or electronic means thirty (30) days prior to the meeting.

#### **Section 2. – By-Laws**

- 1) By-Laws may be amended or enacted by a majority vote of Voting Members present at any Monthly or Special Meeting.
- 2) No By-Law may be amended or adopted that conflicts or attempts to circumvent the Constitution of the **SNCA**.

#### **Section 3. – Strategic Plan**

- 1) The Strategic Plan may be amended or enacted by a majority vote of Voting Members present at any Monthly or Special Meeting.
- 2) No Strategic Plan may be amended or adopted that conflicts or attempts to circumvent the Constitution or By-Laws of the SNCA

#### **Section 4. – Standard Operating Guideline**

- 1) Standard Operating Guidelines may be amended with the approval of the President.
- 2) No Standard Operating Guidelines may be amended or adopted that conflicts or attempts to circumvent the Constitution, By-Laws, or Strategic Plan of the SNCA.

#### **Section 5. – Applicability**

All amendments to this Constitution or By-Laws shall become effective immediately upon adoption. The membership shall be sent a copy, either written or of electronic means of any adopted amendment within thirty (30) days of adoption.

### **ARTICLE X**

#### **DISSOLUTION**

In the event the **SNCA** is dissolved or ceases to exist; all assets of the **SNCA** shall be donated to the Lamar Institute of Technology in Beaumont, Texas, and shall be used for facility upgrade or maintenance for the Regional Fire Academy, Regional Police Academy, Emergency Medical Program or Homeland Security Program.

### **ARTICLE XI**

#### **APPLICABILITY**

This Constitution revokes and supercedes any Constitution previously adopted.

This document approved by the Board of Directors February 21<sup>st</sup>, 2001

Revised: 01/15/03 Constitution, Article II Section 2 adding Hardin County. Applicability

Revised: 00/00/04 Constitution, Article IV Section 2, 4, 6 adding an EMS Director position to the Board. Article VII, Changing Officer to Executive Officer in description of who may not chair standing committees. Applicability

Revised: 05/10/06 Constitution, Article II Section 2 Terms/Definitions added Member in remiss. Article II, Section 4, f, Changed to allow use of electronic means during the applicant review process. Article II, Section 5, b, adding a processing fee to delinquent dues. Article IV, Section 2, changing from 8 to 9 directors. Article IV Section 4, adding a position of Director from Health. Article IV, Section 6, 2, amending the lines of succession to include the Secretary/Treasurer. Article IV, Section 6, 3, establishing the rotation of the offices. Article IV, Section 6, 4, deletion of Secretary/Treasurer. Article IV, Section 5, the inclusion of wording allowing Board to cancel elections or extend terms of office. Article IV, Section 6, 6, Deletion of first sentence, addition of Director from Health and wording on election of directors. Article V, Quorum for Board of Directors meeting from 5 to 7. Article VI, 10 Changing to annual audit. Article IX, Section 1 & 4, Adding electronic means. Article X, Deleting Beaumont Fire Training Facility and replacing with Lamar Institute of Technology and specifying programs benefited. Applicability

Revised 12/01/10 Article II, MEMBERSHIP, Section 5, (i) added for new membership to pay pro-rata; Article V, MEETINGS, 3. allows members to offer to pay for Working Meetings. Applicability

Revised: 12-7-2011 Article I, Identity-Purpose-Objectives, Section 3, Objectives, 8) Added Web Site; Article V, Officers, Section 7, Nominations for Officers, 2) changed deadline date & 6) included electronic vote; Section 9, Duties of Officers, 3) added PayPal; Article VI, Finances, 5) added credit/debit card transactions, 8) added two approvals for credit/debit card transactions, 10) changed audit to financial review, 11) added electronic means of payment (PayPal); Article VII, Standing Committees, 1) modified and added Standing Committees. Applicability

Revised: 4-3-2013 Article I, Identity-Purpose-Objectives, Section 3, Objectives, 9) Maintain Constitution, By-Laws, Strategic Plan, Standard Operating Guidelines 10) Added Donations & Bereavement; Section 4, Application for Membership (a.) to apply for membership, (c) provide application packet; Article IX, Amendments, Section 3. Strategic Plan (1)(2); Section 4 Standard Operating Guidelines (1)(2); Section 5. Applicability.

Revised: 6-5-2013 Article II Membership, Section 5. – Dues Structure (b.) removed processing fee; Article IV Officers, Section 1. – Qualifications (1) removed has been voting member for 1 year; Section 6. – Terms (2) added EXCEPTION; Section 8. – Vacancies of Office (1) added EXCEPTION; Article VII Standing Committees (1) added or authorized representative and deleted other than Executive Officer; (3) added may appoint additional members and deleted (2) members; (5) added may as needed and deleted once each quarter; Article XI Applicability.

Revised: 11-6-13 Article II Membership, Section 3, (a.) – removed response questionnaire and added equipment to “letter of request for membership”, (b.) required data base entries and required updates within 30 days, (c.) required updates on SNCA workdays; Section 4, Application for Membership (a.) required response equipment in “letter of request for membership”, (c.) referred members to SNCA Web Site at [www.snchiefs.com](http://www.snchiefs.com) for Constitution, By-Laws, Strategic Plan, and SOG’s; (h.) added membership contingent upon receipt of dues and completion of data base entry.

Revised: 10-1-2014 Article II Membership, Section 2. Terms/Definitions – added Primary Member, Alternate Member, and Volunteer Fire Department definitions; added Membership Types and Membership Classification; Alphabetized member classifications and definitions; Section 5 b. added termination for clarification of remiss; Article IV, Officers, Section 1. added only one person, etc.; Section 7. Nominations for Officers, 2) added nomination by primary or alternate and only one nomination from each organization; Article VIII, Awards 2) changed 3<sup>rd</sup> quarter meeting to 4<sup>th</sup> quarter meeting.