

Public Educators of Texas

BY-LAWS

Article I. Name and Purpose

Section A. Name

The group's name shall be the "9-1-1 Public Educators of Texas" herein referred to as the "PET".

Section B. Purpose

9-1-1 Public Educators of Texas purpose is to enhance and harvest the creative flow of ideas regarding 9-1-1 Public Education in the state of Texas. This is accomplished by giving members an opportunity to network, share information, and learn from other 9-1-1 educators from across the State. The networking group discusses a wide variety of topics including public education issues, presentation skills, and development of public awareness messages. PET works closely with other agencies and organizations in the development of standardized public education materials and curriculum.

Article II. Membership

Section A. Eligibility

Membership is open to all personnel employed in Texas in the following positions: in a communications center, in a law enforcement or other public safety-related academy, academic alternative, or a Council of Government, Home Rule City or Emergency Communications District; and approved contract educators whose duties include educating the general public or recognizing Telecommunicators. Multiple members from the same agency are allowed and each member shall have an individual vote regarding PET business. Other members may be approved by a majority vote of the current members.

Section B. Official E-Mail Record of Members

The Secretary shall maintain a roster of current members who are listed in the Secretary's official e-mail list.

Section C. Membership Dues

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

Section D. Meeting Fees

Quarterly meetings are held with one meeting in conjunction with the TX-NENA Conference, or other variations thereof. The PET membership shall set a meeting fee that will be assessed to each member attending a quarterly meeting. There may be additional fees required for the meeting in conjunction with annual conferences to cover meeting rooms and food. The fee shall be evaluated annually to ensure that meetings fees are sufficient to cover meeting costs.

Any member that pre-registers for a meeting but is later unable to attend must cancel his/her registration at least 5 days in advance of the meeting. If not, then the member is still responsible for paying a \$15 cancellation fee.

Quarterly meeting fees are used for room rental, catering, promotional items used for the PET booth at conferences or other events and can be used for the professional development of the membership as voted on by a majority of the membership in attendance. The next year's meeting dates will be determined at the end of the preceding year and all attempts to coordinate with the PET group members regarding meeting dates and locations will be made.

Section E. Voting

Each current member on the official e-mail list is eligible to vote on matters submitted for consideration in accordance with these bylaws. The President or President Elect (see Section IV) will have the decision as to whether an issue will be voted on by the members present at a meeting or through email to all current members. There are no proxies. The President-Elect will store ballots for one year and then destroy them.

Article III. Meeting of Members

Section A. Meetings

The Quarterly Meetings of the PET Membership shall be held at 10:00a.m., until 3:00p.m. on the scheduled meeting day, unless otherwise noted and advertised in advance. The membership will be notified by email when the time, location, and agenda are available on the PET website. Attendees should register through the website for ease in ordering food and ensuring ample seating arrangements.

Section B. Member Participation

All members of the PET group are understood to be an advocate for their respective agency and encouraged to discuss PET items of interest with their agency. Participation in any proposed Public Education venture by PET is strictly voluntary. Members can not commit funds for such projects without the express permission of their agency's Director or other authorized person.

Section C. Minutes

The Secretary of the PET group will take minutes at all meetings held by the PET. Minutes will be posted on the website in a timely manner. Members will approve minutes (with a motion and a second) at the meeting following the one to which the minutes relate.

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

Section D. Quorum

A quorum is comprised of current members attending a properly called meeting.

Section E. Organization

The President of the PET group shall preside at all meetings of the members (See Article III, Section B). If the President is not present, the appropriate officer in succession in the order set forth in Article IV shall preside.

Section F. Parliamentary Authority

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

Article IV. Officers

Section A. Officers

The officers of the PET shall consist of President, President- Elect, Treasurer, Secretary and the following committee chairs: TC Recognition, Mentoring, Public Information, Resource, Communications Chair. Detailed responsibilities and roles are listed separately.

Section B. Election, Term and Vacancies

In any year in which an election is necessary, nominations will be taken one month before the 2nd quarter meeting via e-mail and at the 2nd quarter meeting. A slate of candidates will be presented at the 3rd quarter meeting. An election vote will be conducted by those members present at the 3rd quarter meeting and also via email by those members not in attendance at the 3rd quarter meeting. The new officers will be

announced at the 4th quarter meeting and take office the following January. The President-Elect shall be the presiding officer over the nomination and election process.

The officers will be elected to a term of two (2) years, with the exception of the President-Elect position which is a term of two (2) years as President-Elect and two (2) years as President.

If a board member leaves their qualifying employment position, the member has 90 days from their last date of employment to be hired in another position within the 9-1-1 industry to maintain their board position. If after 90 days, this requirement has not been met, the President or President-Elect (whichever prudent) shall nominate a current active member to the vacant board position. Such nomination must be approved by the membership.

Section C. Duties of Officers

The President shall preside at all meetings, appoint all committees, develop agendas, represent the PET on issues as directed by the membership, and perform other duties as required. The President may call officers or member's in-session at any time. The President must receive, answer, and draft any miscellaneous correspondence on behalf of the PET association. The President should create, distribute, and post on the website an annual Goals & Accomplishments in January of every incoming President.

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

The Treasurer shall have charge of all funds generated through meeting fees, be responsible for proper record keeping of all revenues and expenses, pay all bills authorized by the President and/or Executive Board, present financial reports in digital, written and oral form at regular meetings, serve on committees, and perform other duties as required.

The Secretary shall keep minutes of the meetings, report them into the record with a motion and a second, record all transactions of any in-session meetings, prepare minutes and submit them to the President for review before they are posted as draft minutes on the PET website. Current members will be advised by e-mail when the draft minutes are available. The Secretary should book the meeting room at the designated venue location at the beginning of each year when meeting dates are set with membership. The Secretary should work with the Website Chair to ensure website information is accurate. The Secretary should maintain an email list of all members and forward communications of members as needed.

The voluntary Hostess for each meeting shall work with the Treasurer in calculating the registration totals and on distribution of funds for catering appropriate meals for

meetings. The Hostess shall be responsible for procuring food and decorations/theme for each PET meeting.

All officers must attend, at a minimum, half of the year's scheduled meetings. If any officer is unable to do so, they shall notify the President, or the President-Elect in the event that the officer is the President, so that the vacancy can be filled via election prior to the next meeting.

Article V. Finance

Section A. Expenditures

All expenses from meeting fees must be used for meeting expenses or other reasonably related PET expenses.

The President may authorize expenditures of up to \$250 with the approval of a majority of officers. Said approval must be documented in the minutes of the next scheduled quarterly meeting.

Any expenditure and/or expense, over and above \$250, must be voted on and approved by a majority of the members. The PET Treasurer will prepare and present a detailed financial report to include with the minutes of each meeting.

Article VI. Committees

Section A. Committees

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

Section B. Standing Committees:

The following standing committees shall assist in conducting PET business:

Resource Committee Chair: responsible for the maintaining the 9-1-1 Public Educators of Texas Resource Guide in whatever fashion reasonable, distributing that Resource Guide to PET membership at no charge and selling the guide to requests outside the State of Texas for \$10 a copy, provide input for the development and design of new 9-1-1 materials, target new audiences for future public education campaigns, report activities to the general membership at regular meetings, as necessary.

Mentoring Committee Chair: responsible for initiating and maintaining a program to match new public educators with experienced public educators in the 9-1-1 field,

develop guidelines outlining mentors responsibilities, maintaining a database of mentoring volunteers with biographical information so that people can be matched geographically and according to organizational dynamics, develop and distribute an association package for newcomers, report activities to the membership, as necessary.

Telecommunicator Recognition Committee Chair: responsible for identifying ways to recognize the telecommunicators across the state of Texas, solicit information from 9-1-1 Public Educators of Texas regarding what they are doing locally to recognize their telecommunicators and then compiling and distributing that information to the general membership, and report activities to the membership, as necessary.

Public Information Chair: keeping public educators updated on new issues that may impact their 9-1-1 message by forwarding information or articles to the Secretary for distribution, offer strategies for addressing public information needs dealing with current topics in 9-1-1 industry, provide information/assistance with questions regarding media relations, public relations, and fund-raising events, report activities to general membership, as necessary.

Communications Chair: responsible for overseeing the maintenance of the 9-1-1 Public Educators of Texas website and ensuring it's accuracy, serve as a liaison between membership and 9-1-1 Public Educators of Texas and the webmaster, and report activities to the membership, as necessary. Compiling and maintaining an accurate record of the history of the 9-1-1 Public Educators of Texas, soliciting information from the membership as needed, retrieving and distributing historical information as requested, and report activities to the membership, as necessary.

Article VII. Amending the Bylaws

Section A. Proposal and Vote of Amendment

Any member in good standing may propose an amendment to the PET bylaws. The Secretary will send the proposed change to the membership via e-mail at least thirty (30) days before the next scheduled meeting. The member proposing the amendment may rescind his/her amendment at any time.

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