

**BYLAWS OF  
THE PUBLIC SAFETY COMMUNICATIONS ACCREDITATION  
SUPPORT NETWORK  
AS AMENDED July 26, 2018**

**ARTICLE I NAME**

**SECTION 1:** The organization shall be known as the Public Safety Communications Accreditation Support Network (PSCASN) and shall be registered with the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA), in Gainesville, Virginia. The PSCASN shall be a non-profit organization registered in the State of New Jersey and no salary, wages or benefits shall be paid to any of its officers or members.

**ARTICLE II MEMBERSHIP**

**SECTION 1:** Regular membership in the organization shall be open to members of public safety communications agencies and their designated members/representatives who are presently active in the accreditation process or agencies who are interested in attaining or maintaining communications accreditation through the Commission on Accreditation for Law Enforcement Agencies, Inc.

**SECTION 2:** Membership to the Public Safety Communications Accreditation Support Network shall be granted upon the Treasurer verifying the invoice and payment of dues.

**SECTION 3:** Honorary membership may be granted to individuals who meet the following criteria: Former CEO or Accreditation Manager of a Member Agency that:

- Has made significant contributions to the furthering of communications accreditation and the Public Safety Communications Accreditation Support Network
- Expresses a sincere desire to continue affiliation with the Network
- Agrees to a non-competing clause stating that the member will not enter into any activity or agreement which would cause a conflict of interest or be of financial or entrepreneurial benefit to the member.

Honorary members may pay annual dues equal to the annual dues of a member agency, and shall have the right to a single vote. An honorary member may run for a position on the board only after unanimous agreement by the board in executive session to allow the member's nomination.

**ARTICLE III PURPOSE**

**SECTION 1:** This Network recognizes and supports the concept of national accreditation for communications centers as a means of enhancing the quality of professional services throughout the country. To this end, PSCASN will provide a network for member agencies to encourage communication, foster mutual cooperation, share resources, and provide other types of support as necessary. This Network will serve as the voice for member agencies when contacting the Commission on Accreditation for Law Enforcement Agencies (CALEA) or other entities on matters of mutual concern

## **ARTICLE IV ORGANIZATION**

**SECTION 1:** The Officers of the PSCASN shall be:

- President
- Vice President
- Secretary
- Treasurer
- Past President

Officers shall be elected by a majority of written or electronic ballots cast as hereinafter provided and shall serve a term of two years. There shall be no limitation on the number of consecutive terms which an elected officer may serve. Nominations of officers shall be held in July with elections held at least 30 days prior to the November meeting with results announced during the regularly held November meeting and via the listserv. A letter from the candidate stating willingness to accept the position and a letter of support from the candidate's current CEO must be on file with the Secretary of the PSCASN prior to the election.

**SECTION 2:** Each office must be held by a member of a different member agency.

**SECTION 3:** The Commission on Accreditation for Law Enforcement Agencies, Inc., shall be informed annually of the names of the elected officers of the PSCASN by the secretary of the PSCASN.

**SECTION 4:** The election for office of the President and Treasurer shall be held during odd years and the Vice President and Secretary shall be held during even years. Those elected will take office on January 1 of the New Year.

**SECTION 5:** The Board of Directors may request the positions of President and Treasurer to secure a bond to ensure the faithful discharge of set duties in such sums and with such sureties as the Board of Directors deems appropriate. The financial responsibility for securing the bond will be at the expense of PSCASN.

**SECTION 6:** The fiscal year of the Network shall be from January 1 to December 31.

**SECTION 7:** No loans shall be made by the Network to its Officers or Members.

## **ARTICLE V DUTIES OF OFFICERS**

**SECTION 1:** All officers and or agents of the PSCASN shall owe the highest standard of care in their dealings on behalf of the PSCASN organization and its member agencies.

**SECTION 2:** All officers are required to attend at a minimum one CALEA conference annually, excluding unforeseen circumstances prohibiting attendance. Officers should make themselves available to the members to answer any questions.

**SECTION 3:** All officers shall be required to participate with all officially scheduled conference calls. The Executive Board will determine the day and time and will be mutually accepted by all officers

**SECTION 4:** Officers positions shall be as follows:

**PRESIDENT**

The President shall be the Chief Executive Officer of the PSCASN. The President shall appoint members to serve on all committees of the organization and shall appoint the chairperson of each committee. He/she shall preside at all meetings and perform such other duties as may be required to achieve the goals/purposes of the PSCASN. The President shall also serve as the liaison between CALEA and the PSCASN on all matters pertaining to public safety communications accreditation. The President or designee shall attend the PAC President's meeting at the CALEA conference.

**VICE PRESIDENT**

The Vice President shall fulfill the duties of the President in the case of absence or disability of the President and shall perform such other duties as may be assigned to achieve the goals/purposes of the PSCASN.

**SECRETARY**

The Secretary shall keep a record of all proceedings of the PSCASN and shall be responsible for notification of appropriate members of scheduled meetings and other events of the PSCASN. The Secretary shall provide the minutes of meetings to the president two weeks after a meeting and prior to their distribution to the membership. The Secretary shall also fulfill the duties of the Vice President in case of the absence or disability of the Vice President, and shall perform other such duties as may be required to achieve the purposes of the PSCASN.

**TREASURER**

The Treasurer shall have charge of all funds received on behalf of the PSCASN, monies collected and disbursed, and shall make an accounting of such monies in a report to be presented at each meeting. The treasurer will ensure an audit is completed triennially by an independent agency, prior to the Spring CALEA conference with findings reported at said conference. The Board of Directors reserves the right to conduct an audit at anytime as deemed necessary. The Treasurer shall prepare financial reports as required by State and Federal laws. The Treasurer shall also fulfill the duties of Secretary in case of the absence or disability of the Secretary, and shall perform such other duties as may be required to achieve the purposes of the PSCASN.

**PAST PRESIDENT**

The most current Past President shall serve as an advisory position to the executive board. The Past-President will perform those functions the executive board deems necessary to meet the requirements of the PSCASN. The executive board can also elect to place the Past-President in a vacant board position, until such position is filled by election.

**SECTION 5:** Vacancies in Office shall be filled as follows: President: The Vice President shall fill the un-expired term of the President. Other Offices: A majority of the remaining officers shall appoint a member to fill the un-expired term until an election can be held by the membership at the next regular meeting following 30 day notification to the membership of the vacancy.

**ARTICLE VI COMMITTEES**

**SECTION 1:** The President shall appoint members to serve on committees when the need arises. The committee chairperson shall report committee matters to the President and/or the PSCASN Officers. Committees serve at the direction of the President.

## **ARTICLE VII MEETINGS**

**SECTION 1:** Meetings of the PSCASN shall be held during each CALEA conference, with an optional meeting held at the annual APCO International conference. Members will be notified in advance of the location and time of each meeting. CALEA meetings are normally held during the months of March, July, and November of each year. The APCO conference is normally held during the month of August annually.

**SECTION 2:** Any member of the board may call a Teleconference meeting of the general membership, which shall require a quorum as described in Article XI, or of the Board, which shall require the attendance of three of the four board members described in Article V, Section 2. All members in teleconference attendance must identify themselves and their member agency upon entering the meeting. Once the meeting is called to order, each member in attendance must confirm that he/she is able to hear all other members. Any member wishing to be recognized (granted the floor) shall verbally request recognition from the moderator. The board member appointed to moderate the meeting shall call the roll, shall be responsible for recognizing the member who has the floor and shall record or delegate the recording of meeting minutes.

**SECTION 3:** Special meetings may be called at the discretion of the President.

## **ARTICLE VIII DUES**

**SECTION 1:** Dues shall be fifty dollars (\$50.00) per year per member agency payable by May 1st of each year. Invoices shall be forwarded to member agencies in January of each year by the Treasurer.

**SECTION 2:** A member agency found to be in arrears (dues not paid by May 1st) shall be considered in bad standing and shall not possess voting and other membership privileges until such time as dues are paid and a status of good standing is restored.

**SECTION 3:** A member agency that initially joins and pays dues after October 1 will be granted membership through the following year.

## **ARTICLE IX GENERAL EXPENSES**

**SECTION 1:** The President and Treasurer shall have the authority to expend no more than \$1,000.00 in any single event for stamps, envelopes, mass mailings, internet services, auditing fees, and other miscellaneous operating expenses. The President and Treasurer must agree that the expenditures are necessary before funds may be expended for this purpose. All applicable expenses shall be submitted with receipts to the Treasurer. If additional funds are needed approval must be granted through the Executive Board.

**SECTION 2:** The expenditure of funds for informational brochures, workshops, and other marketing expenses shall require a majority vote of approval by all the PSCASN officers. Members expending funds for marketing expenses with advance approval of the officers shall be required to submit applicable receipts to the Treasurer.

**SECTION 3:** No officer or member shall obligate the PSCASN to any expenditure that exceeds the current balance on hand.

## **ARTICLE X VOTES**

**SECTION 1:** To prevent any one agency from dominating the PSCASN, votes will be cast by agency (one vote per agency). If multiple members are active from the same agency, the accreditation manager should be the voting member for their agency. Elections shall be by electronic ballot via an internet-based voting service (PSCASN Board's choice) to give each agency an opportunity to vote. Members shall be notified via email, list server and/or website of positions or items to be voted on prior to any upcoming election no less than thirty days prior to voting. If an agency does not vote via electronic format prior, they may have the opportunity to submit their vote via a written ballot at the November general meeting.

## **ARTICLE XI BY-LAW CHANGES**

**SECTION 1:** By-law changes must be proposed via email and voted on electronically, provided timely notice (30 days) has been provided to all member agencies. In no event shall by-law changes be proposed and voted on at the same general meeting, or at any special meeting.

**SECTION 2:** 51% vote of membership will be necessary for a by-law change.

## **ARTICLE XII CONDUCTING BUSINESS**

**SECTION 1:** All of the PSCASN meetings shall be conducted in compliance with the Roberts Rules of Order when possible/appropriate.

## **ARTICLE XIII DISSOLUTION**

**SECTION 1:** In the event PSCASN is disbanded, all existing funds and assets shall be distributed to a charitable or educational organization; the identity of which shall be determined by a majority vote of the membership at the last general meeting, immediately prior to the disbandment.

## **ARTICLE XIV ADOPTION AND CHANGES**

**SECTION 1:** The above articles, sections, terms, rules, policies and conditions are hereby proposed by the PSCASN Officers.

**SECTION 2:** A draft of the proposed changes to the by-laws will be posted on the PSCASN website for no less than thirty days prior to voting.