



FLORIDA 911 COORDINATORS ASSOCIATION, INC.

Articles of Incorporation established November 28, 2017

Updated: November 2021 – Approved by membership

BY-LAWS

ARTICLE I – PURPOSE

Section 1. Name

- 1.1 The name of this organization shall be Florida 911 Coordinators Association, Inc.

Section 2. Florida 911 Coordinators Association, Inc. - Mission Statement

“United We Stand”

- 2.1 United we stand as 911 professionals in the State of Florida.

Our membership is committed to providing sound, experienced and unified advice to The Florida 911 Board and Florida Legislators to strengthen the development and implementation of 911 services statewide.

The 1st Amendment provides each of us with a constitutional right to proudly project our voices into the halls, chambers and offices of our elected representatives.

Join us and let our “United Voice” be heard in representing our 67 counties.

911 It’s Who We Are

Section 3. Articles of Incorporation

- 3.1 The Florida 911 Coordinators Association, Inc. shall be incorporated by the Florida Department of State, Division of Corporations, in compliance with Chapter 617, F.S., (Not for Profit). The Executive Board shall appoint a corporate agent and ensure that the corporate status shall be renewed on an annual basis.

ARTICLE II – MEMBERSHIP

Section 1. 911 Coordinator Individual Membership

- 1.1 Those appointed as the 911 Coordinator for each County in the State of Florida and the appointed State of Florida 911 Coordinator with a maximum voting total of (68). **Each appointed County 911 Coordinator member, or designee, and State 911 Coordinator member, or designee, shall have one (1) vote on business before the Association.**

Section 2. 911 Database/GIS/PSAP Operation/911 Public Safety Telecommunicator Individual Membership

- 2.1 Those who are associated with the 911 Database/GIS/PSAP Operations or 911 Public Safety Telecommunicator with a Public Safety Agency, Public Safety Answering Point (PSAP) or County/City GIS personnel with the State of Florida.
Non-voting membership.

Section 3. Honorary Individual membership

- 3.1 Those individuals who wish to support the Florida 911 Coordinators Association.
Non-voting membership.

Section 4. Lifetime (Retired) Individual Membership

- 4.1 Those individuals who are retired or no longer actively employed by a 911 Public Safety agency or company that provides 911 products or services but wish to continue to support the goals and objectives of the Florida 911 Coordinators Association. ***This is a one-time fee*. Non-voting membership.**
- 4.2 Those individuals that re-join the 911 workforce shall amend their association status under the appropriate category and submit the appropriate dues to the Treasurer. Once the individual goes into retirement status again they may resume their Lifetime Individual Membership at no additional cost.

Section 5. Rural County Group Membership

- 5.1 A designated Rural County within the State of Florida.
- 5.2 Group Membership will include the County 911 Coordinator, or designee, as the **voting member** and all employees associated with the county's 911 Database, GIS, PSAP Operations, and Management of the 911 system are included as **non-voting members** to attend meetings.

Section 6. Medium County Group Membership

- 6.1 A designated Medium County within the State of Florida.
- 6.2 Group Membership will include the County 911 Coordinator, or designee, as the **voting member** and all employees associated with the county's 911 Database, GIS, PSAP Operations, and Management of the 911 system are included as **non-voting members** to attend meetings.

Section 7. Large County Group Membership

- 7.1 A designated Large County within the State of Florida.
- 7.2 Group Membership will include the County 911 Coordinator, or designee, as the **voting member** and all employees associated with the county's 911 Database, GIS, PSAP Operations, and Management of the 911 system are included as **non-voting members** to attend meetings.

Section 8. Corporate Membership

- 8.1 Those who are employed by companies that provide products and/or services related to public safety, including for-profit or non-profit organizations. All company employees are included in the membership to attend meetings. **Non-voting membership.**

Section 9. Elite Corporate Membership

- 9.1 Those who are employed by companies that provide products and/or services related to public safety, including for-profit or non-profit organizations. All company employees are included in this membership to attend meetings. **Non-voting membership**

ARTICLE III – ANNUAL DUES

Section 1. Annual Dues Rate

1.1 Individual Memberships

- 911 Coordinator Individual Membership - \$40.00
- 911 Database/GIS/PSAP Operations/PST Individual Membership - \$30.00
- Honorary Individual Membership - \$30.00
- Lifetime (Retired) Individual Membership - \$50.00 *One-time fee*

1.2 Group Memberships

- Rural County Group Membership - \$75.00
- Medium County Group Membership – \$150.00
- Large County Group Membership - \$300.00

1.3 Corporate Memberships

- Corporate Membership - \$125.00
- Elite Corporate Membership - \$250.00

Section 2. Membership Period and Dues Payment Schedule

- 2.1 The annual membership period is from March 1 to February 28.
- 2.2 The annual membership dues are payable from March 1 to April 30.
- 2.3 Memberships that are delinquent as of August 1 shall be dropped from the membership rolls.
- 2.4 All memberships expire February 28.

Section 3. Membership Dues Notification

- 3.1 The FIRST e-mail announcement will be sent out on February 1 by the Secretary.
- 3.2 The SECOND e-mail announcement will sent out on February 15 by the Secretary.
- 3.3 INVOICES will be sent out on March 1 to all current members by the Treasurer.

3.4 FINAL e-mail announcement will sent out on April 1 by the Secretary.

Section 4. Membership List

4.1 The Treasurer collects the membership dues.

4.2 The Treasurer reports the member data to the Secretary.

4.3 The Secretary will keep the official list of association members.

ARTICLE IV – OFFICERS

Section 1. Officers

1.1 The Officers of this Association shall consist of the following:

President
Vice President
Secretary
Treasurer

ARTICLE V – DUTIES OF OFFICERS

Section 1. President

1.1 The President shall preside at all meetings of the Association, shall preserve order and decorum, and decide questions of order, subject to the right of any member to appeal.

1.2 The President, upon assuming office, shall appoint the following Standing Positions/Committees:

Corporate Liaison
By-Laws Committee
Legislature Committee
Media/Website Committee
Conference Committee
Election Committee

1.3 The President shall preside as Chairman of the Executive Board of Directors

1.4 The President has the authority to convene a special meeting of the Executive Board of Directors and/or the General Membership when he or she deems necessary.

Section 2. Vice President

2.1 The Vice President shall, during the absence of the President, and upon the death, resignation, or removal from the office of the President, assume all the functions of that office. In addition, the Vice President shall be engaged in increasing the association membership.

Section 3. Secretary

- 3.1 The Secretary shall execute all normal duties of such office, keeping a record of all meetings of the membership and the Executive Board of Directors, and maintaining the correspondence of the Association.
- 3.2 The Secretary of the Association is required to file an annual report with the Florida Department of State which is due between January 1st and May 1st of each year. The annual report is to contain the following:
 - Association’s document number, a 6 to12-digit number assigned by the Florida Department of State when the Association registered.
 - Association’s legal name **Florida 911 Coordinators Association**.
 - Association’s Federal employer identification number (EIN).
 - Association’s principle physical/mailing address.
 - Association’s registered agent including name, address, and signature.
 - Association’s principle officer(s)/director(s) name and address at the time report is filed.
- 3.3 When the annual report is filed the Association Secretary will request an official Certificate of Status from the Florida Department of State. A Certificate of Status certifies the Association is active and has paid all fees due to the Florida Department of State through a certain date.

Section 4. Treasurer

- 4.1 The Treasurer shall receive all monies due to the Association or the Executive Board of Directors. The Treasurer shall purchase all supplies required for operation of this office and shall submit a yearly financial report to the Association.
- 4.2 An Annual Financial Audit of Association finances and ‘Associated Receipts’ will be completed by ad hoc committee comprised of the Association President, Vice President, Treasurer, Secretary and one member at the annual Florida Chapter of NENA meeting. The results of the audit shall be made available to all members of the association either at an annual meeting or provided via email to the membership.
- 4.3 The Annual Financial Audit period shall be from October 1 – September 30.

ARTICLE VI - EXECUTIVE BOARD OF DIRECTORS

Section 1. Executive Board of Directors

- 1.1 The Executive Board of Directors shall consist of the following:
 - President
 - Vice President
 - Secretary
 - Treasurer
 - Immediate Past President

Section 2. Duties

- 2.1 The Executive Board of Directors shall be charged with the management of the Association, including ways and means of carrying out its purpose, subject to the wishes of the membership as expressed at any meeting of the Association, and shall be subject to the tenants of the Constitution and By-Laws.

ARTICLE VII – ELECTIONS

Section 1. Eligibility to Hold Office

- 1.1 A candidate for office must be employed full-time by a County or municipal institution, not employed via a contract or agreement, within the State of Florida and continually and primarily engaged in 9-1-1 services management and 9-1-1 coordination duties.
- 1.2 A candidate for office must be a member of the Association.

Section 2. Election Procedure

- 2.1 Offices of President, Vice President, Secretary, and Treasurer shall be filled biennially by election at the membership meeting held during the odd years at the Florida Chapter of NENA Annual Conference.
- 2.2 The President shall appoint an election committee (minimum of 2) of the membership to petition and receive nominations for office, conduct vote tabulation, and report results to the membership. No current officers shall be a member of this committee.
- 2.3 Nominations shall be requested for offices at least forty-five (45) days prior to the annual meeting defined above. Nominees must be eligible to hold the office nominated for in accordance with the organization By-Laws.
- 2.4 A full slate of candidates for elected positions will be reported to membership at least thirty (30) days prior to the date of the annual meeting.
- 2.5 Officers shall be elected by paper ballot during the meeting. Election of officers shall be determined by simple majority of the votes cast.
- 2.6 Ballots shall be cast only by members with voting privileges (County 911 Coordinator, State 911 Coordinator or respective designee).
- 2.7 In the event of a tie, the tie will be broken and winner determined by a flip of a coin.
- 2.8 The appointed election committee shall keep all ballots for a period of forty-eight (48) hours after completion of the annual meeting. Challenges to election results shall be submitted in writing within forty-eight (48) hours of adjournment of the annual meeting.

Section 3. Terms of Office

- 3.1 The President, Vice President, Secretary, Treasurer shall assume their duties and authorities upon their being installed in office during the Association’s fall

meeting. Officers shall remain in office for a two (2) year term and/or until the installation of their elected successor; their resignation or removal from office in accordance with the By-Laws of this Association.

Section 4. Vacancies in Office

- 4.1 In the event of a members' death, removal from office or resignation of any Officer, the Executive Board of Directors shall appoint a member to serve in such capacity until the next fall meeting. In the event the President is unable to complete their term of office, the Vice President will assume the office and a new Vice President will be appointed by the Executive Board of Directors until the next election.

Section 5. Bonds for Officers

- 5.1 At such time as the Executive Board deems necessary, the President and Treasurer shall be bonded in the minimum amount of the total assets of the Association and/or as otherwise stipulated by the Executive Board. Estimates of the value of the Association Treasury are to be made at the Associations Fall Conference and each officer identified above is to be bonded at a minimum to that level.

ARTICLE VIII – POSITIONS/COMMITTEES

Section 1. Standing Committees

- 1.1 The President may establish any additional positions/committees deemed appropriate.

ARTICLE IX – DUTIES OF THE POSITIONS/COMMITTEES

Section 1. Corporate Liaison Position

- 1.1 The Corporate Liaison shall act as a liaison between the association and the public safety service providers and vendors. Bring matters important to both the association and the service providers to the attention of the President.
- 1.2 The Corporate Liaison must be a member of the Association.

Section 2. By-Laws Committee

- 2.1 The By-Laws Committee Chair shall manage all reviews and changes to the by-laws.
- 2.2 The By-Laws Committee members must be a member of the Association.

Section 3. Legislative Committee

- 3.1 The Legislative Committee Chair shall provide all information associated with public safety services to the membership.
- 3.2 The Legislature Committee members must be a member of the Association.

Section 4. Media/Website Committee

- 4.1 The Media/Website Committee Chair shall manage the association's webpage. Seeks input from the membership to improve the webpage.
- 4.2 The Media/Website Committee members must be a member of the Association.

Section 5. Conference Committee

- 5.1 The Conference Committee Chair shall be the liaison with the Florida Chapter of NENA conference committee chair and keep the association's President apprised of conference planning.
- 5.2 The Conference Committee members must be a member of the Association.

Section 6. Election Committee

- 6.1 The Election Committee Chair shall manage the process to acquire nominations; distributes ballots; tabulates the votes.
- 6.2 The Election Committee members must be a member of the Association.

ARTICLE X – MEETINGS

Section 1. Annual Membership Meeting

- 1.1 The Association shall have at least two (2) full membership meetings a year in coordination with the Florida Chapter of NENA conferences and/or workshops.

Section 2. Quorum

- 2.1 *Robert's Rules of Order Newly Revised* establishes the following quorums (which would apply if *Robert's* is your parliamentary authority and no higher rule or statute applies).
- 2.2 For most organizations and boards, a majority of all the members.

Section 3. Meeting Rules

- 3.1 Meetings will be conducted under the Robert's Rule of Order.

Section 4. Special Meetings

- 4.1 The Executive Board of Directors may call special membership meetings.

ARTICLE XI – BY-LAWS

Section 1. By-Laws

- 1.1 Alteration, changes or additions to the Constitution and By-Laws should be proposed by email to the Association Secretary at least two (2) weeks prior to commencement of either Bi-Annual Meeting. The By-Laws Committee shall convene and discuss proposals submitted. The Committee Chairperson shall inform Association members of proposals/changes at either Conference. This will be considered as the 1st reading. Any or all changes voted on and passed by membership shall take effect immediately.
- 1.2 Current Association By-Laws shall be posted on the Florida 911 Coordinators Association, Inc. website.

ARTICLE XII – RETENTION OF PROPERTY INTEREST

Section 1. Retention of Title

- 1.1 All right, title, and interest, both legal and equitable, in and to property of the Florida 911 Coordinators Association, Inc. shall remain in the Association.

Section 2. Requirement for Return of Property

- 2.1 Any property of the Florida 911 Coordinators Association, Inc. in the possession or trust of a member or employee shall be returned immediately to the Association in the event of their death, resignation, suspension, or expulsion.

ARTICLE XIII – DISBURSEMENT OF ASSETS UPON DISSOLUTION

Section 1. Statement of Intent

- 1.1 Upon the dissolution, termination, or winding up of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes. *(It is also permissible to name specific 501(c)(3) organization(s) to which a distribution shall be made in the event of a dissolution or termination).*