



**DALLAS – FORT WORTH  
COUNCIL OF SAFETY PROFESSIONALS**

Policies, Procedures and by-law's  
[Revised January 9, 2001]

**ARTICLE I:**

In accordance with the laws of the State of Texas and the United States of America, authorizing the establishment of an organization of motor carrier safety and personnel managers and other interested in safety, these policies, procedures and by-laws are adopted to govern the operations and proceeding of this organization

**ARTICLE II: Name**

The name of the organization shall be The Dallas-Fort Worth Council of Safety Professionals, here after referred to as DFWCSP.

**ARTICLE III: Purpose**

It shall be the objective of this organization to promote cooperative efforts for increased safety, efficiency and economy in all phases of highway transportation by commercial vehicles through :

- a) Interchange of ideas and information
- b) Meeting for discussion
- c) Committee research
- d) Develop, educate, and promote the safety and personal standards or codes
- e) Interaction with regulatory agencies and legislative bodies to provide assistance and input with the organization
- f) Any other cooperative undertaking necessary for the accomplishment of the above stated purpose of the organization

**ARTICLE IV: Membership**

Membership in the DFWCSP shall be open to those persons interested in the promotion of the stated purpose of the organization who are involved, either directly or indirectly, in the transportation of products or people by motor vehicle. This shall include those persons who, by vocation or supporting interest, are concerned with providing a safer transportation system for the citizens of the State of Texas and the United States of America.

**ARTICLE V: Meetings**

Section 1: The DFWCSP shall meet monthly at a time and place selected by vote of the membership on the recommendation of the Executive Committee.



Section 2: The business of the meeting cannot be conducted unless a quorum is present. The members present at any regular or special meeting, called to order after proper notice, shall constitute a quorum.

**ARTICLE VI: Voting**

At all meetings of the organization, each member shall have one vote.

**ARTICLE VII: Dues and Finances**

Section 1: Annual membership dues of fifty dollars (\$50.00), will entitle each member company to representation in the DFWCSP for the calendar year, January 1 through December 31. The dues are payable on an annual basis. Membership dues are waived for active law enforcement and fire department personnel, and US DOT officials. Dues are also waived for law enforcement and fire department personnel, and US DOT officials, who are retired from the agencies and are not engaged in any other employment endeavors. [Dues increase January 1, 1996]

Section 2: Each person attending a monthly meeting of the DFWCSP will be responsible for the payment of their meal. The guest speaker, and active US DOT and Texas Department of Public Safety members, and active law enforcement and fire department personnel member's meals will be paid by the DFWCSP.

Section 3: All dues and monies collected shall be for the support of the programs of the DFWCSP. The Executive Committee, with the consent of the membership shall direct disbursement of funds. It shall be the responsibility of the Executive Committee to solicit the consent of the membership for the other routine disbursement of funds over the amount of two hundred dollars (\$200.00). Direct costs for the driving championship may be approved by the Executive Committee and will be debited from the account set up for that event.

Section 4: The Council Treasurer must approve all purchases of products and services for the benefit of the council. No expenses will be reimbursed without approval of the Treasurer, and a purchase order must be obtained from the Treasurer prior to purchase. [August 13, 1996]

Section 5: The previous chairperson will be responsible for auditing any monetary accounts in the name of the DFWCSP. Auditing will be done quarterly.



## ARTICLE VIII:

## Offices

Section 1: The officers of the DFWCSP and their primary duties are as follows:

- a) Chairperson:
  - \* Conduct the regular or called meetings of the DFWCSP
  - \* Preside over meetings of the Executive Committee
  - \* Represent DFWCSP at the TMTA Safety Management council's open Executive Committee Meetings, as a non-voting participant
  - \* Co-sign all DFWCSP checks
  - \* Appoint the Chairperson of the Annual Community Service Committee
  
- b) First Vice Chairperson:
  - \* Schedules guest's speakers for the monthly general meeting
  - \* Organizes annual educational seminars
  
- c) Second Vice Chairperson:
  - \* Chairperson of the DFWCSP Driving Championships
  - \* Responsible for the distribution of bid packages for products associated with the DFWCSP Driving Championships. Bids may be accepted from any individual or company; however, preferential treatment will be afforded council members. [August 13, 1996]
  - \* Responsible for the ordering of all products pertaining to the driving Championships, upon the approval of the Executive Committee. Bid packages must be returned within the specified time frame (approximately two weeks) for consideration. [August 13, 1996]
  
- d) Third Vice Chairperson:
  - \* Assist all other officers, as needed.
  - \* Maintain location of the DFWCSP trailer, contents and keys.
  - \* Chairperson of the Membership Committee.
  - \* Chairperson for the Share the Road and Driver Appreciation Week. [October 1999]
  
- e) Secretary
  - \* Notification of the membership of the monthly or called meetings.
  - \* Preparation and distribution of meeting minutes and other communications to the members.
  - \* Responsible for the DFWCSP computer, printer, software, and related supplies.
  - \* Select Telephone Committee Chairperson for membership approval.
  - \* Provide the Telephone Committee Chairperson with current information for distribution to the membership.
  - \* Chairs the Expulsion Committee.



- f) Treasurer
  - \* Maintains the financial records of the DFWCSP and reports at it's regular meeting.
  - \* Purchases awards.
  - \*Co-signs all DFWCSP checks.
  - \* Provides information for the annual audit of the books, which will be available for membership during January, for the preceding year.
  - \* Responsible for collections of DFWCSP membership dues.
  - \* Maintains current membership roster and forwarding a copy to the Secretary.
- g) Deleted
- h) Communications [November 2000]
  - \* Works with webmaster to update DFWCSP webpage to keep information timely and consistent with information valuable to members.
  - \* Reviews information from government agencies and other DFWCSP members for inclusion into the web page.
  - \* Maintains the "Questions and Answers" and "Job Openings" section of the webpage
  - \* Works with newspapers, magazines and television stations to gain publicity for the DFWCSP and transportation industry.
- i) Historian:
  - \* Maintain scrapbook for the DFWSCP to include items such as, a list of officers, lists of award recipients, newsletters, and photos.
- j) Members at Large (Two) [November 1998]
  - \* Assist other officers, as needed.
  - \* Serves as Hospitality Chairperson, to include such duties as sympathy cards, flowers, etc. [February 1996]
- k) Nothing in this article should be taken to preclude the appointment of such The Executive Committee, or the membership, to accomplish the stated purpose of the organization deems committees as necessary. Such committees shall function by the consent and with the assistance of the membership.
- l) The Chairperson, First Vice Chairperson, and Second Vice-Chairperson should not serve in the same office capacity for consecutive years.
- m) Vacancies:

It is customary for the First Vice Chairperson to fill the vacancy of the Chairperson, upon the approval of the Nominating Committee. The Nominating Committee will advise the DFWCSP whether vacancies of other offices should be filled. If replacement is recommended, the Nominating Committee will suggest a candidate and the DFWCSP will vote on their endorsement, and any additional nominations, which are made.

Section 2: The Executive Board will be comprised of the current officers, and immediate past Chairperson.



- Section 3: Election of Officers:
- \* The Nomination Committee will present a list of officer candidates at the October General meeting. Additional floor nominations will be made at this time.
  - \* The list of officer's candidates will appear in the October newsletter.
  - \* Elections will be conducted at the November meeting.
  - \* To be elected, a candidate must receive a majority of the votes at the November meeting.
  - \* All offices so selected shall assume their duties and serve for the term of January 1<sup>st</sup> through December 31<sup>st</sup>.
  - \* The Chairperson-elect should have at least one (1) year of DFWCSP Officer experience and attend a minimum of six (6) meetings during the prior year in order to qualify for that position.
- Section 4: In the event the Chairperson is not available to conduct a general, called, or executive meeting, or attend an outside function, as required by the Chairperson position, the next officer in line will direct the proceedings, as long as the other Roberts Rules of Order requirements are met. The officer position are in order: Chairperson, First Vice Chairperson, Second Vice Chairperson, Third Vice Chairperson, Secretary, Treasurer, Historian, and Member at Large.
- Section 5: Any officer, who fails to perform his/her duties to the satisfaction of the Executive committee, may be removed from his/her position by a majority vote of the Executive Committee. All vacancies will be filled upon recommendation of the Nominating Committee. [August 13, 1996]

**ARTICLE IX: Cooperation with Other Organizations**

DFWCSP will have an active unofficial relationship with Texas Motor Transportation Association, Safety Management Council, Texas Safety Association, and other safety organizations. Members of the organization shall cooperate with these, and other associations, which shall include safety programs beneficial to the trucking industry. DFWCSP will act as a liaison to these organizations and relay correspondence to the general membership.

**ARTICLE X: Rules of Order**

In all matters not covered herein, Roberts Rules of Order, shall govern the proceedings.

**ARTICLE XI: Amendments**

- Section 1: Proposed amendments to the Articles shall be filed with the Secretary not less than fifteen (15) days preceding a meeting of the organization and shall be communicated to the membership five (5) days preceding such meeting.



Section 2: Proposed amendments shall be in the regular order of business, and may be adopted by two-thirds (2/3) majority of the members present and voting.

**ARTICLE XII: Standing Committees**

- a) Phone Committee: This committee notifies each member company about upcoming meeting or special events.  
The DFWCSP Chairperson, approved by the membership will select the Committee Chairperson. The Committee Chairperson is responsible for recruiting and directing committee members.
- b) Nomination Committee consists of the acting DFWCSP Chairperson, the immediate past Chairperson, and four (4) active council members. The immediate past Chairperson serves as the Chairperson of this committee, and is responsible for the selection of the four (4) council members. The quorum for this committee is four.
- c) Awards and Awards Committee consists of:
  - (1) Cheshire Award: This award is given to the member the Committee believes to have high moral standards, is actively engaged in the field of safety, personal or public service (as related to safety functions), and has donated time and commitment to the DFWCSP. This award will be chaired by the immediate past recipient. That Chairperson selects the committee for the selection of the current Cheshire Award.
  - (2) Out Going Chairperson Award: The Treasurer is solely responsible for purchasing this award. The incoming Chairperson will present the award to his/her predecessor.
- d) Community Service Project: This committee organizes the annual community service project, as voted on by the membership. The DFWCSP will appoint the Chairperson of this committee. Committee members will be selected by the Committee Chairperson.
- e) Membership Committee:
  - (1) Chaired by the DFWCSP Third Vice Chairperson.
  - (2) Actively recruit new members into the DFWCSP.
- f) Expulsion Committee:
  - (1) Chaired by the DFWCSP Secretary
  - (2) Comprised of the DFWCSP Secretary and five (5) active members, as chosen by the committee Chairperson.
  - (3) Determines expulsion or reinstatement (with DFWCSP vote) of membership of particular member after investigation.

**ARTICLE XIII: Expulsion from Membership and Reinstatement Into Membership**

Action of members, which require expulsion from this organization will be reviewed by the Membership Committee, chaired by the DFWCSP Secretary. This committee will consist of the DFWCSP Secretary and five (5) active members, selected by the DFWCSP Secretary. If the Secretary is being examined, then the DFWCSP Chairperson will select a committee chairperson.



If the committee recommends that a member be removed from the membership, a vote will be made during the regular business meeting of the DFWCSP. Two-thirds (2/3) vote is required to pass this recommendation.

The expelled member should not attend any function, which is sponsored by the DFWCSP. An expelled member may be reinstated, following a six (6) month hiatus. The Membership Committee will make this recommendation, following an investigation, to the DFWCSP. A two-thirds (2/3) vote is required for reinstatement.

**ARTICLE XIV: General**

It is not anticipated that these articles will be sufficient to govern all conceivable circumstances, which may arise. It is therefore expressly noted that the resolution of any question not specifically covered by these articles and not in direct conflict with these articles, will be by vote of the membership.

**AMENDMENT 1:**

Non-DFWCSP member companies entering drivers into the Regional Driving Championships will be given membership information and requested to join the DFWCSP; however, it is not a prerequisite to participate.