

DALLAS – FORT WORTH COUNCIL OF SAFETY PROFESSIONALS

Policies, Procedures and by-laws

[Revised October 14, 2008]

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 of personal standards and 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 a commercial 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 in good standing 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 January 1 of each year. New members joining after June 30 of each year will pay a prorated dues of 30.00 for the remainder of the year. Membership dues are waived for active law enforcement personnel, fire department personnel, and US DOT officials. Dues are also waived for law enforcement personnel, fire department personnel and US DOT officials who are retired from the agencies and are not engaged in any other employment endeavors.
- Section 2. Each person attending a monthly meeting of the DFWCSP will be responsible for the payment of voluntary monthly maintenance dues as determined by a vote of the membership. Payment of the monthly dues will entitle the person a meal furnished by the DFWCSP.. The guest speaker, active US DOT Officials, Texas Department of Public Safety personnel, active law enforcement personnel and fire department personnel 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 three hundred dollars (\$300.00). 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. No expenses will be reimbursed without the use of the council Tax ID number and a receipt must be provided to the Treasurer within 30 days of purchase.
- Section 5. The previous chairperson will be responsible for auditing any monetary accounts in the name of the DFWCSP. Auditing will be done annually.

ARTICLE VIII:

Officers

- 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 the DFWCSP at the TMTA Safety Management Council's open Executive Committee Meetings as a non voting participant
 - Signs DFWCSP checks when treasurer is not available.
 - Appoint the Chairperson of the Annual Community Service Committee and any committee as deemed necessary from time to time
- b) First Vice Chairperson:
- Schedules guest speakers for the monthly general meeting
 - Organizes at least one (1) annual educational seminar
 - Serves as the Chairperson elect

c) Second Vice Chairperson:

- Chairperson of the DFWCSP Truck Driving Championship Committee
- Responsible for the distribution of bid packages for products associated with the DFWCSP TDC. Bids may be accepted from any individual company; however preferential treatment will be afforded Council members. Bid packages must be returned within the specified time frame (approximately two weeks) for consideration
- Responsible for the ordering of all products pertaining to the driving Championships, upon the approval of the Executive Committee

d) Third Vice Chairperson:

- Assist all other officers as needed
- Maintain the location of the DFWCSP trailer, contents and keys
- Chairperson for the Share the Road and Driver Appreciation week Committee

e) Fourth Vice Chairperson:

- Assist all other officers as needed
- Chairperson of the Membership committee
- Responsible for visitor welcomes and follow up

f) Secretary:

- Notification of the membership of the monthly or called meetings
- Preparations and distribution of meeting minutes (monthly) and other communications to the Communications officer for distribution to the members
- Chairs the Expulsion committee.

g) Treasurer:

- Maintains the financials records of the DFWCSP and reports at its regular meetings
- Purchases awards
- Signs all DFWCSP checks
- Provides information for the annual audit of books, which will be available for membership during January for the preceding year
- Responsible for collections of the DFWCSP membership dues
- Responsible for sending out membership invoices annually
- Maintains current membership roster and forwarding copy to the Secretary

h) Communications:

- Maintains the email addresses for all DFWCSP communications
- Sends Monthly newsletter to the members to include information as provided by the Secretary or other Board members.
- Works with webmaster to update the DFWCSP webpage to keep information timely and consistent with information valuable to members
- Review 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 web page
- Works with newspapers, magazines and television stations to gain favorable publicity for the DFWCSP and transportation industry

i) Historian:

- Maintain an electronic scrapbook for the DFWCSP to include items such as; a list of officers, lists of awards participants, newsletters and photos.
- Photographs all DFWCSP major events, including the TDC, share the road and driver appreciation.

j) Member at Large 1

- Assist other officers as needed
- Serves as Hospitality Chairperson, to include such duties as sympathy cards, flowers, etc
- First to fill any vacancy on the Board with the exception of the Chairperson or Treasurer

- k) Member at Large 2
 - Assist other officers as needed
 - Serves as Hospitality Vice Chairperson, to include such duties as sympathy cards, flowers, etc
 - Second to fill any vacancy on the Board with the exception of the Chairperson or Treasurer
- l) Nothing in this article should be taken to preclude the appointment, by the Chairperson of any committee necessary to accomplish the stated purpose of the DFWCSP organization. Such committees shall function by the consent and with the assistance of the membership.
- m) The Chairperson and First Vice Chairperson should not serve in the same office capacity for consecutive years.
- n) 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 a vacancy of the Treasurer should be filled. If replacement is recommended, the Nominating Committee will suggest a candidate and the DFWCSP membership will vote on their endorsement. Any other vacancies should be filled from the Member at Large positions.

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

Section 3. Election of Officers:

- a) The Nomination Committee will present a list of officer candidates at the October General meeting. Additional floor nominations will be made at this time.
- b) The list of officer's candidates will appear in the October newsletter.
- c) Elections will be conducted at the November meeting.
- d) To be elected, a candidate must receive a majority of the votes at the November meeting.
- e) All officers so selected shall assume their duties and serve for the term of January 1st through December 31st.
- f) The Chairperson nominee should have at least one (2) year of DFWCSP Officer experience and attend a minimum of eight (8) 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 positions are in order: Chairperson, First Vice Chairperson, Second Vice Chairperson, Third Vice Chairperson, Fourth Vice Chairperson, Secretary, Treasurer, Communication, Historian, Member at Large 1, and Member at Large 2.
- 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 as prescribed in Article XII, Section 1, (o).

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 transportation 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) Communication Committee: This committee notifies each member company about upcoming meetings or special events. The Communications Board member serves as the Chair of this committee and 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 Committee: This award is given to the DFWCSP member in good standing which 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 committee will be Chaired by the immediate past Cheshire Award recipient and is responsible for recruiting and directing four (4) committee members..
 - 2) Outgoing 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 Committee: This committee organizes the annual community service project, as voted on by the membership. The DFWCSP Chairperson will appoint the Chairperson of this committee. The Community Service Project Chairperson is responsible for recruiting and directing four (4) committee members.
- e) Membership Committee:

This committee works closely with all Board members to locate prospective new members. Although not a prerequisite to entry, all entrant companies entering drivers into the TDC should be encouraged to join the DFWCSP. All local safety related departments within the Dallas Fort Worth Metroplex should be provided information on the DFWCSP at least annually. The Fourth Vice Chairperson serves as the Chair of this committee and is responsible for recruiting and directing four (4) committee members.

- 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 the expulsion or reinstatement (with DFWCSP membership vote) of a particular member after investigation.

ARTICLE XIII:

Expulsion from Membership and Reinstatement into Membership

1. Action of members, which require expulsion from this organization, will be reviewed by the Expulsion 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.
2. 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.
3. 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 Expulsion 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.