	Massachusetts Communications Supervisors Association (MCSA) Bylaws and Constitution
Approval Date: **06/10/2026**	
Publish/Revision Date: **06/10/2026**	Pages: **9**

ARTICLE I: THE ORGANIZATION

SECTION I: NAME

The name of this association shall be: Massachusetts Communications Supervisors Association, referred to in these Bylaws as 'this Organization'.

SECTION II: PURPOSE

A. MISSION

This Organization's mission is to facilitate the professional resources needed by Public Safety Communications Centers to deliver quality communications services to the public. These professional resources will include but are not limited to training and support.

B. VISION

To see effective, high quality, public safety communications services provided to all residents of and visitors to Massachusetts; to assist public safety communications centers facilitate an accurate response within a reasonable time after a call for help; and further to provide all public safety professionals with the support they need in their protection of life and property, to the extent of their training and ability.

C. STRATEGY

This Organization will work to achieve this vision by:

1. Working with public safety call taking/dispatch centers, ambulance, fire, rescue, law enforcement, hospital, emergency management and other agencies to promote mutual cooperation and understanding.
2. Joining with federal, state, county, and other local officials for the purpose of promoting public safety communications, disseminating information, and funding public safety communications programs and training.

3. Initiating and/or assisting in community awareness activities, news releases and education to keep the general public aware of important issues affecting public safety communications.
4. Undertaking action with area public safety communications services and organizations in the pursuance of training, certification, upgrading of services and equipment, quality management programs and continuing education.
5. Sending representation to regional councils or boards, and other similar organizations requesting our involvement.

ARTICLE II: MEMBERSHIP

SECTION I: GENERAL MEMBERSHIP

A. This Organization is open to representatives from agencies and organizations that are actively involved in public safety communications. The membership will include, but not limited to:
    I. Municipal and statewide public and private safety agencies (Voting).
    II. Associate Memberships to include the following (Non-voting):
        i. Individual Membership;
        ii. Retired statewide public and private safety agency employees;
        iii. Other organizations deemed appropriate by the Membership.
        iv. Lifetime membership awarded by the Executive Board.
B. Membership shall not be withheld from any person or organization by reason of race, creed, color, gender, physical disability, sexual orientation, or national origin.
C. Membership of each organization or agency shall be granted upon payment of the annual dues.

SECTION II: VOTING MEMBERSHIP AND EXECUTIVE BOARD

A. The Membership represents the principle voting body of this Organization, and consists of one representative of each member agency in good standing.
B. The Executive Board shall represent the voting and management body of this organization when the Membership is not in session at the annual meeting or at a special meeting of the Membership.
C. The Executive Board shall manage the affairs of this Organization; set all policies; receive, manage, and disperse any and all monies and property overseen by this Organization; and shall do all other things needed to carrying out the mission of the Organization.
D. A Member of the Executive Board may be suspended or removed by vote of a two-thirds (2/3) majority of the Membership or by vote of a two-thirds (2/3) majority of the Executive Board, only after reasonable written notice and opportunity to be heard.

SECTION III: MEMBERSHIP DUES

A. Annual membership dues are payable to the Treasurer and must be paid within 60 days of invoicing to retain membership status and voting privileges.
B. Dues are determined by the membership at the annual meeting for the next fiscal year.

ARTICLE III: OFFICERS

SECTION I: ELECTED OFFICERS

A. The officers of this Organization shall be chosen from the Membership at the Annual Meeting for one year terms, and consist of:
   I. President
   II. Vice-President at Large
   III. Secretary
   IV. Treasurer
   V. Up to 2 Regional Vice Presidents from each designated region (unless otherwise designated) to include:
      i. Essex County
      ii. Southeast Regional [Norfolk, Plymouth, Bristol, Barnstable, and Dukes Counties] – 3 Regional Vice Presidents
      iii. Middlesex & Suffolk Counties
      iv. Worcester County
      v. Western Mass [Berkshire, Hampden, Hampshire & Franklin] – 3 Regional Vice Presidents
   VI. The Immediate Past President shall serve on the Executive Board as a voting member to advise, provide guidance, and leadership regarding past practices and other matters to assist the Board in governing the association. The Immediate Past President shall serve in such position for up to 1 year following the conclusion of their service as President. Following completion of 1 year as Immediate Past President, they will no longer be a member of the Executive Board.

B. No person may hold more than one elected office at one time.

C. The Executive Board shall consist of the President, Vice-President at Large, Immediate Past President (if one currently exists), Secretary, Treasurer, all Regional Vice-Presidents, the Training Coordinator, the Corporate Director, and the State 911 Commission Representative; all executive board members shall hold equal voting rights.

D. Any elected officer of the association who wishes to resign their position shall do so in writing to the President. Such resignation will be effective immediately and shall be accepted at the next regularly scheduled monthly meeting.

E. In the event that any elected officer of the association resigns or is removed for cause during their term but prior to the annual meeting the membership shall hold a special election at the next regularly scheduled monthly meeting following the resignation. This election shall be for the sole purpose of filling only the open position(s).

F. Terms of the elected officers shall be from July 1st through June 30th following the Annual Meeting. In the event an elected Regional Vice President changes employment such that their new agency is not located within their elected region, the individual shall be allowed to complete their current elected term, provided that their new agency holds agency membership. In the event any elected officer changes employment such that, after 30 days, their new agency chooses not to hold agency membership, or their new employment does not allow them to meet eligibility to hold elected office, the individual may not finish out their elected term.

G. There is no limit on the number of times an officer or representative may be re-elected.

SECTION II: ELECTION ELIGIBILITY

A. Any individual of a member agency that is current and in good standing with the Organization, or any individual who holds Life Membership under Article II, Section 1, A (ii.) (.iv) is eligible to hold an elected

position. Notwithstanding the preceding, individuals seeking the positions of President, Vice-President at Large, Secretary, Treasurer, or State 911 Commission Representative shall have been an Executive Board member in any seat for at least one year immediately prior to their candidacy or shall have been an active participant of the association by having participated in a minimum of 50% of monthly meetings in the prior 3 years, as recorded by attendance lists generated by the Secretary, unless no other candidate meeting the qualification has declared candidacy.

B. Individuals desiring to run for an elected position within the Organization must declare their intentions no later than the last regularly scheduled monthly meeting occurring prior to the Annual Meeting. Individuals shall declare the position they are seeking and shall indicate the agency they represent. Individuals may, if they so choose, provide a brief background about themselves and their candidacy.
C. An individual need not be nominated for a position; they simply shall declare their candidacy.
D. The Executive Board shall generate a voting ballot containing the names of all candidates for each position that will be used exclusively for voting during the Annual Meeting. This ballot shall be available and distributed in "specimen" format to all member agencies in current and good standing at least 3 weeks prior to the annual meeting to ensure member agencies are informed of the future election.
E. Each member agency in current and good standing is entitled to complete one ballot at the annual meeting, regardless of the number of individuals present from said agency. A member agency in current and good standing who is unable to attend the Annual Election may request an absentee ballot from the Organization. This request shall be submitted to the President in writing no less than two weeks before the annual meeting. The competed absentee ballot must be received by the Organization prior to the annual meeting in order to be counted in the results of the election.

SECTION III: DUTIES

A. The President presides over meetings and acts as a representative of the Organization; schedules and reserves locations for regular, special and annual meetings; prepares an agenda for each meeting; and manages the Executive Board including the assignment of any special tasks or duties to other members of the Executive Board. The President shall be responsible for submitting an Annual Report for corporate compliance.
B. The Vice-President at Large acts on behalf of the President should they be unavailable and also assists the President in such duties as may be assigned.
C. The Secretary is responsible for the keeping of minutes of the meetings; for sending copies of the minutes to all member organizations; for keeping a record of attendance and for maintaining a list of all members including their names, addresses, phone numbers, and email addresses.
D. The Treasurer shall maintain a record of any and all financial transactions of this Organization; and provides a monthly and annual written financial report. The Treasurer shall not move, transfer, or expend funds without permission from the Executive Board. The Treasurer shall file any and all required reports or other correspondence with state and federal agencies as required on the schedules determined by those agencies to ensure compliance with state and federal regulations for the organization's non-profit status.
E. Regional Vice Presidents from each regional shall represent the interests of the Organization on the Executive Board.
F. The President will assign specific duties to each Regional Vice-President such as membership drive, committee chair, etc.
G. The Training Coordinator shall be responsible for all aspects of training offered by the organization including, but not limited to, annual training events and monthly meeting trainings/presentations.

The President shall appoint such committee as deemed appropriate to assist the Training Coordinator upon the recommendation of said Training Coordinator.

H. The Public Information Officer shall be responsible for interfacing with the public, media, member agencies, other public safety partners, etc. to meet the organization's informational needs. The PIO gathers, verifies, coordinates, and disseminates accessible, meaningful, and timely information about the organization's activities for internal and external audiences.

I. The Corporate Director provides guidance to the Executive Board on issues related to Corporate Memberships, Sponsorships, and other commercial or business-related opportunities. Builds and sustains strong relationships with existing and potential corporate members and sponsors, ensuring mutual value and alignment with the association's mission. Recommends strategies to increase corporate involvement and support for association initiatives, events, and programming. Assists in identifying and securing corporate sponsors for conferences, training sessions, and other association events. Collaborates with the executive board to develop and update policies and procedures that govern corporate memberships and sponsorship agreements.

SECTION IV: STATE & REGIONAL COUNCIL & BOARD REPRESENTATIVES

A. The representatives to regional councils and boards attend regional meetings; participate on regional committees; report back to the membership on state and regional issues; and represent the best interests and votes of this Organization at meetings.

B. Representatives will be elected by a majority vote of the members from that region or by the membership as a whole, at the annual meeting to serve on state and regional councils and boards. The Executive Board can nominate any new person to fill a vacancy in the interim.

C. State & Regional Council & Board Representative positions shall be voted on as per the schedule for appointment of that council or board, which may or may not coincide with the annual election. Additionally, positions may be voted as multi-year appointments if such is customary for said council or board.

SECTION V: APPOINTED OFFICIALS

A. The President shall appoint a Training Coordinator , and the Board shall ratify the appointment at the first monthly meeting following elections, to serve a term of one year. The Training Coordinator shall serve as a member of the executive board for the length of their term.

B. The President may appoint a Public Information Officer to represent the organization. The Public Information Officer will not serve as an Executive Board Member, provided however the President may select any duly elected Executive Board Member or any other organization member to serve in the position. The term of appointment shall be determined by the President.

C. The President shall appoint a Corporate Director, and the Board shall ratify the appointment at the first monthly meeting following elections, to serve the association for the term of one year. The Corporate Director shall serve as a member of the executive board for the length of their term.

SECTION VI: CONFLICT OF INTEREST

A. For purposes of this section, the term "interest" shall include personal interest; interest as director, officer, member, stockholder, shareholder, partner, manager, trustee, or beneficiary of any concern; and having an immediate family member who holds such an interest in any concern. The term "concern" shall mean any corporation, association, trust, partnership, limited liability entity, firm, person, or other entity other than the organization.

B. No director or officer of the organization shall be disqualified from holding any office in the organization by reason of any interest in any concern. A director or officer of the organization shall not be disqualified from dealing, either as a vendor, purchaser, or otherwise, or contracting or entering into any other transaction with the organization or with any entity of which the organization is an affiliate. No transaction of the organization shall be voidable by reason of the fact that any director or officer of the organization has an interest in the concern with which such transaction is entered into, provided:
    I. The interest of such officer or director is fully disclosed to the board of directors and membership.
    II. The interested officer or director may not promote personal interests via meeting announcements, advertisements, email distribution, website promotion, et cetera.
    III. Such transaction is duly approved by the board of directors not so interested or connected as being in the best interest of the organization.
    IV. Payments to the interested officer or director are reasonable and do not exceed fair market value.
    V. No interested officer or director may vote or lobby on the matter or be counted in determining the existence of a quorum at the meeting at which such transaction may be authorized.
C. The minutes of meetings at which such votes are taken shall record such disclosure, abstention, and rationale for approval.

ARTICLE IV: COMMITTEES

SECTION I: APPOINTMENTS

A. The President will be responsible for appointing any committees deemed necessary by this Organization.
B. Each committee shall consist of a chairperson and at least two other members from the general membership.
C. The President is responsible for determining the length of term of each committee and has the power to disband any committee when deemed necessary by the Organization.
D. All appointed committees shall be posted on the website identifying: the committee, the chairperson, and the members appointed to the committee, as well as the length of the term of each committee.

ARTICLE V: MEETINGS

SECTION 1: ANNUAL MEETING

A. The Annual Meeting of this Organization shall be held during the month of June at a place designated by the Organization, which would facilitate the attendance, by the public.

SECTION II: REGULAR MEETING

A. Regular meetings shall be held on a regularly scheduled basis, generally monthly (excluding July & August), with the time, day of the week, and location to be determined by the Executive Board.

SECTION III: EXECUTIVE BOARD MEETINGS

A. The Executive Board will meet concurrently with all meetings of this Organization.
B. In addition to the Annual Meeting, the Executive Board will meet in person, conference call, or electronically as needed to handle the business of the Organization.

SECTION IV: SPECIAL MEETING

A. Special meetings of this Organization's membership or the Executive Board may be scheduled by the President, who will provide reasonable notice to all members.

SECTION V: RULES OF ORDER

A. All meetings of this Organization will follow parliamentary procedure and be conducted following the current edition of "Robert's Rules of Order Newly Revised".

SECTION VI: QUORUMS AND VOTING

A. There must be at least 10% of the membership present in order to conduct business at the Annual or any Special Meeting of the Membership.
B. A simple majority shall be sufficient to carry a motion, except where otherwise stated in these Bylaws.
C. Proxy voting is allowed. The President must be informed verbally or in writing by the regular representative that a proxy is given. Proxy voters must introduce themselves to the presiding officer of the meeting.
D. No personal may hold more than one (1) proxy.
E. Votes shall be cast orally, unless changed via parliamentary procedure, however in the case of elections for any elected positions, a secret ballot system as selected by the Executive Board shall be used.
F. The Executive Board shall generate a voting ballot containing the names of all candidates for each position that will be used exclusively for voting during the Annual Meeting. This ballot shall be available and distributed in "specimen" format to all members agencies in current and good standing at least 3 weeks prior to the annual meeting to ensure member agencies are informed of the future election.
G. Each member agency in current and good standing is entitled to complete one ballot at the annual meeting, regardless of the number of individuals present from said agency. A member agency in current and good standing who is unable to attend the Annual Election may request an absentee ballot from the Organization. This request shall be submitted to the President in writing no less than two weeks before the annual meeting. The completed absentee ballot must be received by the Organization prior to the annual meeting in order to be counted in the results of the election.
H. The Executive Board may, at its sole discretion, utilize an electronic voting system for the election of elected positions. Instructions and access to the ballot will be sent to the voting member on record for each member agency in current and good standing and the election voting will be deemed "open" for the timeframe designated by the President or their designee. Voting members need not be present at the meeting at which an election occurs and may vote in absentia via the electronic system, if so provided by the Executive Board.

ARTICLE VII: OTHER PROVISIONS

SECTION I: FINANCIAL ORGANIZATION

A. The fiscal year of this Organization shall be from July 1 to June 30.
B. No member shall incur any debts in the name of this Organization without express approval of the Executive Board.
C. The President shall be authorized to execute contracts on behalf of the Organization in accordance with established Executive Board policy. In addition, the Executive Board may authorize other officers or

agents to enter into any contract or execute and deliver any instrument in the name of and/or on behalf of the Organization, with such authority being confined to specific instances.

D. All checks, drafts, or other orders for payment of money, notes, or other evidence of indebtedness issued in the name of the Organization or to the Organization, shall be signed or endorsed by the President and/or the Treasurer of the Organization and in such a manner as shall be determined by resolution of the Executive Board.

E. All funds of the Organization not otherwise employed shall be deposited expeditiously to the credit of the Organization in such banks, trust companies, or otherwise depositories as the Board may select.

SECTION II: CORPORATE STATUS

A. It is the intent of this Organization to be a recognized non-profit corporation under the General Laws of the Commonwealth of Massachusetts. These Bylaws shall be binding regardless of the corporate status of this Organization.

SECTION III: CONTINUITY OF OPERATIONS

A. In the event the President is temporarily or permanently unable to execute the duties of the President, the Vice President shall be empowered to execute the duties of the President.

B. In the event the Treasurer is temporarily or permanently unable to execute the duties of the Treasurer, the President shall be empowered to execute the duties of the Treasurer. The Treasurer shall ensure at all times that the President has appropriate access to conduct the organization's financial business with the organization's financial institution.

C. Notwithstanding the provisions of Article III, Section I, item E, in the event any other officer is temporarily unable to execute the duties of the specific office, the President may, at their sole discretion appoint a temporary officer to serve in that office to ensure a continuity of operations.

D. In the event the President and Vice President are unable to preside over a regular, special, or annual meeting, the President shall designate a meeting officer to preside over the meeting. In the event no designee is named, the Secretary shall preside over the meeting.

E. All association documents including, but not limited to, organizational bylaws, meeting agendas, meeting minutes, financial records, financial filings, etc. shall be maintained in a central data store to ensure the Executive Board has access to the historical records after officer turnover occurs.

F. The Secretary, with approval of the President, may appoint assistant secretaries, either on an annual basis or from time to time, to handle the roles of the secretary in their absence. The assistant secretary shall not be a voting member of the Executive Board at any time.

ARTICLE VIII: BYLAWS

SECTION I: AMENDMENTS TO THESE BYLAWS

A. Any member may propose an amendment to the Bylaws.

B. Proposed amendments must be moved and seconded at a regularly scheduled meeting, included in the minutes of the meeting and distributed to all members, immediately prior to the meeting at which a vote is to be taken on the amendment.

C. The President may choose to appoint a Bylaws Committee to study the amendment and report back at

the following meeting.

D. A two-thirds majority vote of the Membership at the Annual Meeting is required for any changes to the Bylaws.

E. The Executive Board may, from time to time, by majority vote, approve corrections to ministerial and clerical errors in the bylaws. Such revisions may not alter the intent or scope of the bylaw.

SECTION II: SEPARABILITY

A. If any article, section, paragraph, sentence, clause, provision, phrase, or word of these Bylaws shall be adjudged not valid, the adjudication shall apply only to the material so adjudged and the remainder of the bylaws shall continue to be binding.

SECTION III: NON-DISCRIMINATION

A. This Organization recognizes the rights of all persons to equal opportunity in employment, compensation, promotion, education, positions of leadership and power, and shall not at any time discriminate against any employee, applicant for employment, director, officer, contractor or any other person with whom it deals, because of race, age, religion, color, sex, national origin or handicap, if otherwise qualified.