

OPERATING RULES

NATIONAL UTILITY TRAINING AND SAFTY EDUCATION ASSOCIATION

- I. Annual membership fees shall be due and payable on the first day of October of each year and become delinquent on the last day of the following November and after that date, the member's name will be included on a delinquent member list. Dues owed plus a late charge of \$15.00 must be paid prior to the Annual Conference or the membership will be dropped.

- II. The Executive Board shall send an outline of the Annual Conference program to all members at least 90 days prior to the opening of the conference.

- III. In the event of a natural disaster or pandemic, which results in the cancellation of the Annual Conference, the board and all committee members shall remain in place until the next Annual Conference. The board shall act on behalf of the interest and safety of the membership. The board shall determine if the Annual Conference is deemed necessary to be cancelled.

- IV. The Executive Board shall prepare and make available to active members a set of guidelines outlining the responsibilities of the host state for guidance in submitting invitations for future conferences and for planning for such conferences. The Executive Board shall prepare and make available to active members a set of guidelines outlining the responsibilities and duties of NUTSEA chairman and various appointed committees.

- V. Written proposals to host an Annual Conference shall be accompanied by an outline of the expected participation, financial support and in-kind services, to be provided by the proposing host state.

- VI. The calendar year of the Association shall be from October 1 through September 30.

- VII. New member's membership fees will accompany the new member's application or membership at the time the application is submitted.

- VIII. All honorary members, shall receive complimentary registration for himself/herself and spouse at all Association Annual Conferences.

- IX. **Death of a Member or Spouse**
In the event of the notification of death of an Active NUTSEA member, the Administrative Assistant will send a sympathy card to the surviving family

members on behalf of the NUTSEA Organization under the signature of the current Chairman. In addition to the card, a memorial gift in the amount of \$75 will also be sent by the Administrative Assistant to the family of the deceased, or to any charity or organization designated by the family to receive contributions to honor the deceased.

In the event of the death of a spouse of an Active NUTSEA members, the Executive Secretary will send a sympathy card to the NUTSEA members, under the signature of the current Chairman. In addition, a memorial gift of \$50 will be sent to the NUTSEA member, or to any charity or organization designated by the NUTSEA member or his or her family to receive contributions to honor the deceased spouse by the Administrative Assistant.

- X. NUTSEA Communication
Any correspondence sent out as NUTSEA communication on NUTSEA letterhead must be approved by the current Chairman. NUTSEA committee chairperson or the members who wish to send NUTSEA correspondence, must contact the NUTSEA Chair requesting that he/she send it.
- XI. At all NUTSEA functions which include a bar, the bar will serve on a cash basis only.
- XII. The Nominating Committee will contact the nominees at least three months prior to the Annual Conference. The nominees shall respond within 15 days of receipt of such notice in order to allow time for selection of another candidate if the offer is declined.
- XIII. Conference Registration Refunds
Any member who has registered for the conference may receive a refund for the members and/or spouse's registration fees if requested at least one week prior to the conference date. Refunds will not be made for those who do not attend and fail to make proper notification except in the case of an emergency. The Executive Board will determine what constitutes an emergency.
- XIV. Administrative Assistant
The Executive Board will conduct an annual review of the performance of the Administrative Assistant.