



Bylaws: South Dakota Pipeline Association (SDPA)

Approved on October 24, 2023

The South Dakota Pipeline Association is a sustaining member of Pipeline Association for Public Awareness (PAPA), a non-profit organization often referred to by the acronym PAPA. This relationship allows SDPA the opportunity to provide its members with an organization through which they can collaboratively communicate relevant pipeline safety information. Furthermore, SDPA assists with program development and coordination of local meetings for members with emergency responders, public officials, and excavators.

Mission Statement:

By educating our local communities, we will protect life, improve emergency preparedness, foster protection of the environment, and prevent damage to property and facilities.

Membership

SDPA membership is open to any organization desiring to support the mission of SDPA, as approved by the Steering Committee. Each member is entitled to one (1) vote on matters that may come before the membership (election of Steering Committee Members, approval of the SDPA annual budget, etc.). Actions by the Membership will require a quorum. A quorum of the membership exists when a majority of the eligible votes are present at the time a vote is taken. A majority requires greater than half of the eligible votes to be present.

Core Values and Dues Structure

As a member of the SDPA all pipeline operators will participate in our core value programs. The SDPA core value programs involve annual mailings to excavators, public officials, and emergency responders. We believe we know our communities best and will also meet face to face with emergency responders and public officials across the state. The communication fees will be published in the program outline through the Pipeline Association for Public Awareness annually except for the seminar fees as established by SDPA membership. Additional fees may be required based on additional programs that pipeline members agree to participate in beyond the SDPA core value programs.

Steering Committee

The Steering Committee is responsible for all decisions and operations of the organization and coordinating all actions with the association consultant(s). The Steering Committee for the South Dakota Pipeline Association will have five representatives from member companies. The committee members will be elected annually at the spring/summer association meeting. No member company will have more than one representative on the Steering Committee. No representative of the committee shall be paid or receive directly or indirectly any profit or pecuniary advantage. Roberts Rules of Order will be followed during the election or voting process. Each Steering Committee Member shall have one (1) vote on matters that the Committee determines will require a vote.

The Steering Committee shall prepare an operating budget for the coming year and submit it to the SDPA Membership for their approval at the fourth quarter membership meeting. The Steering Committee is authorized to spend an additional five percent (5%) of the annual budget each year on discretionary items. Any amount that will cause the 5% discretionary limit to be exceeded must be pre-approved by a majority of the SDPA Members.

Treasurer

A member of the Steering Committee will be nominated by the Committee as Treasurer. The treasurer is responsible for Association financial conditions and hold the credit card. The treasurer will work with PAPA accountants to perform record keeping duties regarding activates involving SDPA monies. The treasurer will serve as the primary signature authority on the Association credit card and approval process for final payment through PAPA. The treasurer will conduct a brief financial review at each scheduled meeting. The treasurer will be familiar with and follow PAPA Financial Procedures.

Consultants

SDPA may, upon approval of the membership, retain the services of consultants to aid in the implementation of its programs. Consultants may provide administrative, consulting, education, and training services as determined by the association.

Meeting Protocol:

Association meetings are to be scheduled quarterly. Date, time, location of the next meeting is to be determined at each meeting. Announcements/Agenda of upcoming meetings are to be distributed approximately 1 week prior to the scheduled meeting. These announcements can be sent out by whatever means is deemed appropriate by the Steering Committee.

Documentation:

Documentation for the core value programs, (excavator, public official, and emergency responder mailings) is being provided by PAPA at [Pipeline Association for Public Awareness \(pipelineawareness.org\)](http://Pipeline Association for Public Awareness (pipelineawareness.org)).