

# SGHA By-Laws

SOUTHWEST GHOST HUNTERS ASSOCIATION

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## Article 1 : Name and Jurisdiction

**Section 1.** This organization shall be known as the Southwest Ghost Hunter's Association (SGHA) and has been in existence under that name since November of 1984.

**Section 2.** The jurisdiction of this organization is worldwide with a special emphasis on the Southwest.

**Section 3.** The principal office of this organization shall be located in the County of Bernalillo , State of New Mexico . The organization may have such other branches either within or without the State of New Mexico as the Directors may require.

**Section 4.** The Founder and President of this organization is Cody Polston. It shall be the Duty of the President:

- A. To appoint all committees and shall also have the right to serve on all committees by virtue of his office. He is the executive manager of the entire organization.
- B. To publish and edit and copyright findings and publications of the SGHA.

**Section 5.** The President shall appoint a Vice President if deemed necessary. It shall be the Duty of the Vice President:

- A. To monitor all committees and shall also have the right to serve on all committees by virtue of his or her office. He/ she are the general manager of the organization.
- B. To enforce all policies and regulations within SGHA.
- C. Manage the General Membership.
- D. Report directly to the SGHA President.
- E. Perform any required inspections and assist with training of members.
- F. Assist in performing the duties left vacant from any Officer position.

## Article 2 : Objects

**Section 1.** The objects of this organization shall be:

- A. To uses the Gurney/Myers and other developed standards to investigate the mysteries of haunted locations from a neutral viewpoint.
- B. To attempt to disprove the existence of ghosts through on-site investigations at alleged haunted locations.

C. Documenting our findings for the purposes of education and public understanding.

D. To conduct research to validate or nullify hypotheses generated by this organization.

E. To receive, manage, invest, expend or otherwise use the funds and property of this organization to carry out the duties and to achieve the objectives set forth in these By-Laws and for such additional purposes and objects not inconsistent there with, as will further the interests of this organization and its members, directly or indirectly.

### Article 3 : Eligibility for Membership

**Section 1.** Subject only to the specific conditions stated hereinafter, any person of good character who has an interest in the paranormal shall be eligible for membership at the discretion of the President.

**Section 2.** Typical entry into SGHA is in the General Membership. Applicants must meet the following requirements:

A. All Members must be at least nineteen (19) years of age and have a valid ID or driver's license prior to joining. Exceptions to this rule may be granted by the president.

B. He/she must fill out an Application for Membership. This also contains a questionnaire which is used as an aid in determining membership eligibility.

C. He/she must attend a brief ten (10) minute one-on-one interview with the President prior to acceptance in the SGHA. The new member is then granted a 6 month probationary membership. If the members' performance is satisfactory after the probationary period, he/she is then granted full membership

D. He/she must attend all training classes and pass SGHA's internal training curriculum as outlined in our training programs.

**Section 3.** No person shall be eligible for membership if:

A. He/she refuses to follow established protocols of the-SGHA.

B. There is reason to believe that he/she may not adhere to and abide by the By-Laws and our rules, SOPs and regulations.

C. He/she advocates race, religious, sexual orientation or class hatred.

E. Failure to pass entry training requirements within one year from entry date.

**Section 4.** Your Active Membership can be permanently revoked if:

A. Divulging privileged or confidential information gathered at Investigations or Research with anyone outside the SGHA circle. Information that is confidential will either be posted as such, on the top line of a message or post, or verbally communicated by the President. This includes information that is posted in the "SGHA Member only" sections of our forum.

B. Attempting to undermine the credibility of the organization in anyway, including the instigation of rumors and unnecessary drama. (Members should address their concerns directly to the President)

C. Violating any portion of SGHA's by-laws, SOPs or regulations.

D. The President has the exclusive right to deny Membership to anyone who does not meet with the high standards set forth by the SGHA.

#### Article 4: Operational Requirements

**Section 1.** SGHA must conduct at least 5 operations (ghost hunts or investigations) within the fiscal year. This is to ensure that the membership is active and competent in proper investigation skills.

**Section 2.** The SGHA President may also appoint Officers to the organization, in whole or in part. The Officers of this organization may consist of a Operation's Officer, Research Officer, Administrative Officer, Strategic Officer and Logistics Officer. The Officers are the managerial center for SGHA operations.

Eligibility to hold an appointed office shall be governed solely by the President and the provisions of the By-Laws. Officers must be in the Active Membership.

A. All officers are appointed by the President. Any Officer position can be revoked by the same means and office and may be dissolved at any time.

B. Officers have a slightly higher ranking than members and are offered some special privileges such as access to sensitive information and priority on investigation schedules.

C. Any member in the Active Membership may apply or be appointed for any vacant Officer position anytime after their one (1) year anniversary date and

have a at least a one Proficiency level. Exceptions can be made by a decision of the President.

**Section 3.** It shall be the duty of the Operations Officer:

A. To preside at all meetings and to preserve order therein. He/she shall appoint all committees and shall also have the right to serve on all committees by virtue of his office. The State Coordinator must have 5 years of field experience to be eligible for this office, unless waived by the President.

B. To submit findings and research data to the President.

C. To assist with the appointment officers to the Team. To organize Field Excursions, Investigations for the General or Active membership and be in charge of such.

D. The Operations Officer is responsible for locating "haunted" locations for investigations and research. He/she also assists coordinating and recruiting new members to the SGHA Charter.

E. Ensure that SGHA's By-laws, regulations and protocols are being complied with at all times.

F. Organize and execute all scheduled Field Excursions, investigations and manpower for research in the charter and acts as the Team leader in the absence of the State Coordinator and Research Officer.

G. Responsible for training members in the operational aspects of the SGHA investigative process.

**Section 4.** It shall be the Duty of the Administration Officer:

A. Responsible for Charter records. This means that the Admin Officer must be organized in his/her approach, and organizational records must be kept up to date and in good order

B. The Admin Officer's Role during Meetings

Organize and set up Charter meetings and coordinate times and dates with the President and Vice President.

During meetings, the Admin Officer should be prepared to document all charter meeting activity by maintaining an attendance log and transcribing minutes. The Admin Officer also is responsible for assisting the President and

Vice President in developing meeting agendas and should identify topics that need to be addressed during each meeting.

C. Keep minutes of all meetings of the Officers. Help the Vice President prepare an agenda for each of these.

D. Handle all correspondence, and especially give prompt attention to communications from the President and Vice President.

E. Maintain official Charter records.

F. Send names, addresses, and phone numbers of newly elected officers to the SGHA President and the Operation's Officer.

G. Assist Strategic Officer with coordination of fundraisers and media.

**Section 5.** It shall be the Duty of the Research Officer:

A. To report directly to the President.

B. To research the history of locations to be investigated.

C. To conduct interviews of witnesses and collect data on the experienced phenomena.

D. To research and investigate new leads as directed by the President and to report such findings to the Operation's Officer.

**Section 6.** It shall be Duty of the Strategic Officer:

A. To report directly to the President and Admin Officer.

B. The Strategic Officer is responsible for coordinating all written and verbal communication between the SGHA and the general public especially through news and media outlets under the direction of the President. His or her responsibilities include writing press releases, and coordinate and organize any affairs with regards to public relations and SGHA's image. This includes publicity opportunities, fundraiser's and media appearances directly under the supervision of the President.

C. To preside as the general manager of all fundraiser's unless directed otherwise by the President.

D. To work directly with the other officers in regards to maintain SGHA's image and creditability.

E. Organizes and conducts separate membership meetings to organize and further fundraising projects.

**Section 7.** It shall be the Duty of the Logistics Officer:

A. Keep an accurate inventory of equipment and instrumentation of the charter and perform routine maintenance.

B. Assist the Operations Officer in training members on proper use and maintenance of equipment and instrumentation.

C. Submit a monthly report, verbal or written, to the President detailing the state and readiness of equipment and instrumentation. Identify problems and trouble shoot.

D. Research new equipment and potential upgrades to present instrumentation. Advise the President on these items.

#### Article 5 : Fiscal Year

The fiscal year of this organization shall be from 01 January to 31 December 31.

#### Article 6 : Official Logos and materials

**Section 1:** All logos on this organization's business cards are copyrighted and remain the property of the SGHA. This would also include cover designs on the Web site, manual and all special interest directories. These designs and logos cannot be reproduced without expressed written consent from the President of the SGHA.

**Section 2:** The designs on this organization's membership cards and photo identification cards are also copyrighted and cannot be duplicated under penalty of law.

**Section 3:** All SGHA generated manuals, compact discs and other written material, electronic or otherwise, is copyrighted and cannot be used or duplicated without permission.

#### Article 7 : Affiliations and Public Relations

**Section 1:** SGHA will only have official affiliations with individuals or groups approved by the SGHA President.



**Section 2:** All public relations in regards to SGHA must be approved by the SGHA President. This includes events, meetings, lectures and media.

