

# CONSTITUTION & RULES



November 2016



# TABLE OF CONTENTS

## ARTICLES

<b>PREAMBLE</b> .....	<b>5</b>
<b>ARTICLE 1</b> .....	<b>6</b>
<b>ARTICLE 2: MEMBERSHIP</b> .....	<b>7</b>
<b>ARTICLE 3: BOARD OF DIRECTORS</b> .....	<b>9</b>
<b>ARTICLE 4: EXECUTIVE BOARD</b> .....	<b>13</b>
<b>ARTICLE 5: SPECIAL FUNDS</b> .....	<b>19</b>
<b>ARTICLE 6: FISCAL YEAR</b> .....	<b>20</b>
<b>ARTICLE 7: ANNUAL CONFERENCE</b> .....	<b>21</b>
<b>ARTICLE 8: RETENTION OF PROPERTY INTEREST</b> .....	<b>23</b>
<b>ARTICLE 9: AMENDMENTS</b> .....	<b>24</b>

## RULES

<b>RULE 1: ASSOCIATION GOVERNANCE</b> .....	<b>27</b>
Part I: Establishment of Headquarters .....	27
Part II: Conduct of Board of Directors and Executive Board Meeting .....	28
Part III: Membership Procedure .....	30
Part IV: Use of Official Seal, Insignia, Pins, and Stationery .....	33
Part V: Publications .....	34
Part VI: Annual Meetings .....	34
Part VII: Election Procedures .....	37

<b>RULE 2: ETHICS</b> .....	<b>42</b>
Part I: Ethics .....	42
Part II: Conflicts of Interest .....	42
<b>RULE 3: FINANCIAL PRACTICES</b> .....	<b>45</b>
Part I: Budget Procedure .....	45
Part II: Collection and Custody of Funds.....	46
Part III: Travel Expenses.....	47
Part IV: Purchasing of Commodities and Services.....	48
Part V: Grants and Contributions.....	48
Part VI: Disbursement of Funds .....	49
Part VII: Accounting for Association Funds .....	50
Part VIII: Insuring of Vice President–Treasurer and Employees.....	51
<b>RULE 4: COMMITTEES</b> .....	<b>52</b>
Part I: Designation of Committees and Officers.....	52
<b>RULE 5: DIVISION OF STATE AND PROVINCIAL POLICE</b> .....	<b>61</b>
<b>RULE 6: DIVISION OF STATE ASSOCIATIONS OF CHIEFS OF POLICE</b> .....	<b>69</b>
<b>RULE 7: INTERNATIONAL POLICING DIVISION</b> .....	<b>78</b>
<b>RULE 8: FOUNDATION OF THE IACP</b> .....	<b>85</b>
<b>RULE 9: SECTIONS</b> .....	<b>86</b>
<b>RULE 10: MIDSIZE AGENCIES DIVISION</b> .....	<b>91</b>

# ARTICLES



## PREAMBLE

History records that some fifty police chiefs accepted a meeting invitation from Omaha, Nebraska Police Chief Webber Seavey in 1892 to explore ways in which they could join together to fight crime and improve police services. The following year these same police officials formally created an organization to foster those goals. The organization is known today as the International Association of Chiefs of Police (IACP).

The IACP is a leadership organization committed to advancing the profession of policing by promoting enhanced practices, cooperative efforts and the exchange of information among police leaders and other institutions and organizations. The association works to bring about the recruitment and training of qualified individuals into police agencies and encourages police officers worldwide to maintain the highest standards possible.

Governed by this Constitution and its Rules, the IACP is led by a Board of Directors that encompasses an Executive Board representing the full spectrum of police executives from across the United States and around the world. The IACP maintains a professional staff at its international headquarters who implement the plans and programs approved by the IACP leadership.

Membership in the association is designed for individual police professionals worldwide and the IACP refrains from engaging in political disputes between and among nations.

This document presents both the general philosophies of the IACP and the specific rules that govern its operations. Though it is left to the Board of Directors to adjust the Rules, all changes to the Articles of the Constitution can be made only with the support of IACP's ultimate authority, the membership.

# ARTICLE 1

## Section 1: Name

This organization shall be known as the International Association of Chiefs of Police, Incorporated.

## Section 2: Mission

The International Association of Chiefs of Police is dedicated to advancing the law enforcement profession through advocacy, outreach, education, and research.



# ARTICLE 2

## MEMBERSHIP

### Section 1: Classes of Membership

The membership of the Association shall be classified as follows: Active, Associate, Life, and Honorary Members.

### Section 2: Active Members

(a) The following persons shall be eligible for active membership: police officers with executive authority or its equivalent, which includes commissioners, superintendents, chiefs, colonels, chief constables and directors having actual supervision of, and receiving salaries from, any legally constituted police agency; assistant chiefs of police, deputy chiefs of police, executive heads, and division, district, or bureau commanding officers of such departments, when recommended for such membership by the chief of police or other highest commanding officers of such a prospective member's department, if such chief or other commanding officer is an active member in good standing of this Association; chief executive officers and command staff of railroad police systems, colleges/universities, sheriff departments and indigenous tribes who are qualified as law enforcement officers within their respective nations, states, provinces, and territories, and whose officers are officially recognized or certified by a governmental entity; and IACP professional staff.

(b) Active members, except members of the IACP professional staff, shall have a right to participate in and vote at business sessions of the Association.

### Section 3: Associate Members

(a) Any person not eligible for active membership but qualified by training and experience in police or other law enforcement activity, or by other professional attainments in police science or administration, shall be eligible for associate membership in the Association.

(b) Associate members shall have the privileges of active membership except that of holding office and voting.

(c) The Board of Directors may, as necessary, establish subcategories of Associate membership.

### Section 4: Life Members

Persons retiring from the office of President of this Association, or any active member in good standing for a period of twenty years, shall become life members. Upon the certification of the Executive Director/Chief Executive Officer and with the approval of the Board of Directors, current and future members of the IACP professional staff shall be given credit for years of employment with IACP toward life membership. Any other active member who shall have served this Association with honor and distinction may be elected a life member upon the unanimous recommendation of the Board of Directors at the business session of any annual conference of the Association by a two-thirds vote of the members present and voting. A life member shall have all the rights and privileges

of an active member provided otherwise herein, but shall be exempt from the payment of dues upon their retirement from active police service with a legally constituted police agency. (The provision of this section shall not have any retroactive effect upon the life membership dues exemptions of any life members of this Association in good standing at the time of its adoption.) Unless otherwise indicated, the term active member as used in this constitution includes life members.

### **Section 5: Honorary Members**

Persons who have rendered outstanding service to the government, private sector, or mankind shall be eligible for election as Honorary Members of this Association. Such members shall be elected at the sole discretion of the Board of Directors; they shall be elected for life and exempt from the payment of dues. Not more than five Honorary Members shall be elected during any one year.

### **Section 6: Limitation to One Membership**

A member shall hold only one type of membership in this Association at any one time.

### **Section 7: Applications**

- (a) Applications or recommendations for each and every type of membership in this Association shall be submitted on such forms and in such manner as the Executive Board may prescribe. Final determination of any question relating to eligibility in any type of membership shall be made by the Board of Directors.
- (b) Any willful misstatement in the application for any type of membership or in any supplemental paper shall be grounds for rejecting the application, or if the applicant has been elected to membership, for their expulsion. Any such willful misstatement by an endorser shall be cause for the expulsion of the endorser from membership in the Association.
- (c) Membership paid by the employing agency may be transferred by application of the member's successor provided that they meet the qualifications of membership.

### **Section 8: Dues**

- (a) Annual dues for each membership category or subcategory shall be determined by the Board of Directors upon positive recommendation of the Executive Board. Recommended changes to the dues structure shall require a two-thirds majority vote of the Board of Directors, present and voting. The Board of Directors may consider modifications to the dues structure only during its meeting at the annual conference of the association. Notice of proposed modifications must be placed in the Police Chief magazine at least 60 days prior to the Board of Directors meeting.
- (b) Dues shall be paid annually in advance and will include subscription to the official monthly publication of this Association, The Police Chief.
- (c) Sections, divisions and world regional offices may petition the Board of Directors for authorization to address dues issues within their respective sections, divisions and world regional offices.

### **Section 9: Resignation of Members**

Any member may at any time file their resignation in writing with the Executive Director/Chief Executive Officer and it shall become effective as of the date it was filed.

## ARTICLE 3

### BOARD OF DIRECTORS

#### Section 1: Membership of Board of Directors

- (a) There shall be an Board of Directors of this Association consisting of the President, the Immediate Past President, all elected Vice Presidents, the International Vice President, the Vice President-Treasurer, the Chairs of the Association's Divisions, and no less than thirty-three (33) active members appointed by the President who are sworn law enforcement for recognized law enforcement organizations. All past presidents shall be non-voting, ex officio members.
- (b) The President shall appoint the Parliamentarian to meet and serve with the President and the Board of Directors in an advisory capacity.
- (c) The Executive Director/Chief Executive Officer is a non-voting Ex Officio member of the Board of Directors and shall meet and serve with the Board of Directors in an advisory capacity.
- (d) The President shall appoint Board of Directors members representing each of the following groups or classifications:
- |   |                           |
|---|---------------------------|
| 1. At-Large #1                                | 17. Agency size 16–25     |
| 2. Group 1: Seat #1                           | 18. Agency size 26–49     |
| 3. Group 1: Seat #2                           | 19. At-large position #5  |
| 4. At-Large #2                                | 20. At-large position #6  |
| 5. Group 2: Seat #1                           | 21. At-large position #7  |
| 6. Group 2: Seat #2                           | 22. At-large position #8  |
| 7. At-Large #3                                | 23. At-large position #9  |
| 8. Group 3: Seat #1                           | 24. At-Large position #10 |
| 9. Group 3: Seat #2                           | 25. At-large position #11 |
| 10. At-Large #4                               | 26. At-large position #12 |
| 11. Group 4: Seat #1                          | 27. At-large position #13 |
| 12. Group 4: Seat #2                          | 28. At large position #14 |
| 13. Railroad Police Section                   | 29. Canada                |
| 14. Indian Country Law<br>Enforcement Section | 30. Agency size 50–99     |
| 15. University/College Police Section         | 31. Agency size 100–249   |
| 16. Agency size 1–15                          | 32. Agency size 250–499   |
|   | 33. Agency size 500+      |
- (e) In connection with Section (d), cities shall include any municipal subdivision of the state. Not more than five members from the federal law enforcement agencies including the armed forces may be appointed.

- (f) In addition to the voting members listed in Section (d) the President may appoint 5 non-voting representatives of U.S. Federal Law Enforcement agencies to serve on the Board of Directors in a non-voting, advisory capacity. Likewise, the Vice-Chair of each IACP Division will also be appointed to the Board of Directors in a non-voting, advisory capacity.
- (g) Appointment of each appointed Board of Directors member shall be to a numbered position for a maximum term of three (3) years each appointment. The President shall appoint members to Board of Directors positions whose position terms have expired and during the year shall make appointments to fill vacancies to complete the unexpired term of those vacated positions.
- (h) The terms shall expire at the conclusion of the annual conference.
- (i) The term of any person appointed as a member of the Board of Directors shall terminate thirty (30) days after their resignation or separation for any reason from sworn law enforcement service from a recognized law enforcement organization.
- (j) The Board of Directors may, by a two-thirds vote, establish additional seats on the Board of Directors. Each new position will be established for a three year term. The position will be eliminated at the conclusion of that term unless the Board of Directors, by a two thirds vote, elects to renew the seat.
- (k) When an additional position is created on the Board of Directors that position shall be numbered the next vacant position number or the next sequential position number.
- (l) When a position is deleted on the Board of Directors that position number shall be vacated and shall be used to number an additional position when created.
- (m) Removal of appointed Board of Directors members for non-attendance at meetings shall be consistent with rules established by the Board of Directors.
- (n) The Board of Directors shall be required to review the composition of Board of Directors Groups at least once every five years. This review process is to ensure equitable distribution of representation based on a total of all classifications of membership within each group. The Board of Directors shall be authorized to redistrict representation based on the results of this review.

## Section 2: Duties and Responsibilities

- (a) The Board of Directors shall be the governing body of the Association and shall have the authority to take all appropriate measures and perform all duties required to accomplish the objectives of the Association. The Board of Directors shall establish and promulgate the rules of the Association by which its business and affairs shall be conducted and governed in accordance with the provisions of this constitution. Such rules shall include:
- i. administration;
  - ii. membership procedure;
  - iii. regulations governing the budgeting, receipt, custody, disbursement of, and accounting for, all Association funds;
  - iv. purchases, contracts, travel vouchers, and other expenditures;
  - v. employment and compensation of the Executive Director/Chief Executive Officer;

- vi. approval of host locations for the Annual Conference and designation of business meetings of the association, and
- vii. adoption and use of the official seal and insignia of the Association.

Such rules shall be published and distributed to all active members.

- (b) The Board of Directors shall adopt an annual budget for the Association, and no expenditures shall be made except in accordance with funds allocated under said budget as originally adopted or amended.
- (c) The Board of Directors shall authorize and give general supervision to the publications of the Association.
- (d) The Board of Directors shall appoint an Executive Director/Chief Executive Officer. As the governing body of the Association, the Board of Directors shall fix the conditions of employment, tenure, and compensation of the Executive Director/Chief Executive Officer and shall be responsible for the efficient discharge of the Executive Director/Chief Executive Officer's duties.
- (e) The Board of Directors shall take all appropriate steps to keep the membership apprised of the results of its activities and of all matters of pertinent concern to the membership as a whole.
- (f) The Board of Directors shall have the authority, in compliance with the Constitution and Rules of the Association to create sections, divisions, committees or other bodies of the Association.

### **Section 3: Meetings**

The Board of Directors shall convene at the time and place of the annual conference of the Association and at such other times as determined by the President. Upon the request of any ten members of the Board of Directors or any four members of the Executive Board, the President shall call special meetings of the Board of Directors. Notice of the special meeting shall be given by any recognized legal method available to each member of the committee at least 10 days in advance of the meeting. Fifty percent of the committee membership shall constitute a quorum for any of its meetings.

### **Section 4: Action Without a Meeting**

The Board of Directors may, in accordance with such rules as the Committee may establish, take action without a meeting.

### **Section 5: Discipline of Board of Directors Members**

When a member of the Board of Directors of the Association is reduced in rank or removed from an employing agency for misconduct, or when said member conducts themselves in such a manner as to bring the Association into disrepute, the President shall investigate said allegations in accordance with the rules established by the Board of Directors.

### **Section 6: Responsibilities of Board of Directors Members**

As the leadership of the IACP, Board of Directors members are expected to play a key role in promoting the work of the association as well as highlighting the value of IACP membership to others. These responsibilities include:

- (a) Prior to meetings, Board of Directors members are expected to contact those members or groups of members which they represent to solicit their input and comment about both the issues to be discussed or new issues of concern to the IACP or the law enforcement profession.
- (b) Following meetings, Board of Directors members are expected to provide those members or groups of members who they represent with a report providing an overview of the issues discussed by the Board of Directors and deliberations and decisions that were made.
- (c) Advancing the policy priorities of the association
  - i. Meeting with key policy makers (federal, state, local, tribal); testifying before various policy bodies, representing IACP in the media
- (d) Serving as a representative of IACP at various meetings
  - i. This includes state association meetings, advisory panels, conferences, section and divisional meetings
- (e) Promoting the benefits of IACP membership to potential members
  - i. Assisting IACP in identifying and contacting potential members
  - ii. Notifying IACP of retiring chiefs and new appointments
- (f) Promoting IACP sponsored training sessions and events
- (g) Promoting IACP Executives Services
- (h) Encouraging submissions to *The Police Chief Magazine*

## ARTICLE 4

### EXECUTIVE BOARD

#### Section 1: Membership of Executive Board

- (a) There shall be an Executive Board consisting of the President, Immediate Past President, all elected Vice Presidents, the International Vice President, the Vice President–Treasurer, and the Chairs of the Association’s Divisions.
- (b) The Parliamentarian shall meet and serve with the President and the Executive Board in an advisory capacity.
- (c) The Executive Director/Chief Executive Officer shall meet and serve with the Executive Board in a non-voting, ex officio capacity.
- (d) If the General Chair of any of the Associations Divisions are unable to attend a meeting of the board, they may, with the approval of the President, appoint a member of their division to act in their place and stead at the meeting.
- (e) The Corporate Officers of this Association shall be the President; All Elected Vice Presidents; Immediate Past President, International Vice President; the Chairs of the Association’s Divisions, the Vice President–Treasurer and the Executive Director/Chief Executive Officer.

#### Section 2: Duties and Responsibilities

Except at the annual conference of the Association and at such other times as the Board of Directors may be in session, the Executive Board shall have the same powers as those conferred upon the Board of Directors in accordance with the rules established by the Board of Directors and this Constitution.

#### Section 3: Board of Directors Ratification of Board Action

The Board of Directors, in accordance with rules that the Committee may establish, may be called upon to ratify certain actions of the Executive Board.

#### Section 4: Eligibility

Members of the Executive Board at the time of filing, election, and appointment, and continuously for at least three years immediately prior thereto, must be an active member of the Association in good standing. Each officer, except for the International Vice President and the Executive Director/Chief Executive Officer, at the time of filing, election, and appointment also shall be regularly engaged in active police service as the operating chief executive of their police agency. In addition, the Board of Directors may establish additional eligibility qualifications for candidates for the Executive Board. Such qualification requirements will be provided to the Nominations and Elections Commission and will be provided to the membership prior to the nomination period of the election(s) they will apply to. The Board of Directors shall review the findings of

the Nominations and Election Commission and determine the eligibility of candidates for office following the filing for office by a candidate.

Each year at the time of filing and election, all officers must certify that they remain eligible to serve on the Executive Board.

### **Section 5: Term of President**

A President, who shall not thereafter be again eligible for the office, shall be invested annually at a business session of the annual conference of the Association. The individual shall serve as President until the termination of the annual conference next ensuing after their investiture.

### **Section 6: Terms of Other Officers**

(a) The Fourth Vice President, (and any vacant board position) shall be elected annually during the annual conference of this Association and serve in that capacity until the conclusion of the annual conference next ensuing after their election (unless otherwise noted in this section). At that time, they shall ascend automatically to the Office of Third Vice President. In like manner, the First, Second and Third Vice Presidents shall automatically ascend to the next higher office following the completion of their current term.

(b) In like manner, the Vice President–Treasurer shall be elected for a three-year term and shall be eligible for reelection for no more than two additional terms. Vice-Presidents at Large shall also be elected to a single three –year term and not be eligible for reelection. Each of these officers shall serve until a successor is elected and installed. The International Vice President, the General Chair of Division of State and Provincial Police and the General Chair of the Division of State Association of Chiefs of Police shall serve in office in accordance with rules approved by the Board of Directors.

(c) Individuals who are elected to fill the unexpired term of a Vice President at Large are eligible to run for a single three-year term.

### **Section 7: Successor to the President**

(a) If the President dies, resigns, or a term of office is otherwise terminated, the Vice President next in line shall become President immediately and shall serve for the remainder of the term of the immediate predecessor and shall be eligible to be elected President at the next annual conference.

(b) If the First, Second, Third, Fourth Vice President succeeds to the presidency, dies, resigns, or a term of office is otherwise terminated prior to its expiration, the office of such Vice President shall remain vacant and during the next annual conference the members of the Association shall elect an eligible person to serve in the office of such Vice President.

(c) A vacancy in the office of Vice President–Treasurer shall be filled by appointment for the unexpired term by the President. Filling an unexpired term shall not be counted against the total number of terms an individual is eligible to stand for election as Vice President-Treasurer.

(d) If a Vice President at Large dies, resigns or a term of office is otherwise terminated prior to its expiration, the office of such Vice President at large shall remain vacant and during the next annual conference the members of the Association shall elect an eligible candidate to complete the remainder of the original term.



## Section 8: Elections

- (a) There shall be a Nominations and Election Commission which shall supervise all elections in accordance with the rules established by the Board of Directors.
- (b) The commission shall have the duty and responsibility to enforce both the rules regulating elections and the process of elections as promulgated by the Board of Directors. Any candidate vacancies that exist will be filled by the Nominations and Election Commission pursuant to rules developed by the Board of Directors. The Board of Directors shall promulgate rules for the establishment and operation of the Nominations and Election Commission.
- (c) All candidates shall be voted upon by paper or electronic ballot unless there is only one candidate for the office to be filled. The candidate receiving a majority of votes cast for each office shall be declared elected. In the event no candidate receives a majority of votes on the first ballot, another ballot shall be taken between the two candidates receiving the highest number of votes on the first ballot, and the one receiving a majority of the votes cast on the second ballot shall be declared elected.
- (d) Each candidate for office shall file a declaration of candidacy for no more than one office and a certification of eligibility with the Executive Director in accordance with the timeline as established by the Board of Directors.
- (e) Election of Officers to Constitutional positions will occur in accordance with the rules established the Executive Committee. These activities will be held in accordance with the requirements for these ballots prescribed elsewhere in the Constitution and Rules of the Association.

## Section 9: The President

The President shall act as Chair of the Executive Board and the Board of Directors, and shall preside at annual conferences of the Association. The President shall represent the Executive Board and/or the Board of Directors when these two governing bodies are not in session. The President shall appoint such standing and special committees as are authorized by this constitution, the Association, or its Board of Directors. The Chair of each committee shall be designated by the President. Membership of all committees shall be limited to active and associate members of this Association in good standing.

## Section 10: Vice Presidents

It shall be the duty of the First Vice President to perform all the duties of the President during the President's absence, and the other Vice Presidents and International Vice President shall serve in the absence of the President or of a Vice President in order of their designation.

## Section 11: Vice President–Treasurer

(a) The Vice President–Treasurer is the chief financial officer of the Association and shall exercise authority in financial matters in accordance with this constitution and the rules of the Association. The Vice President–Treasurer shall make certain that all funds and securities are deposited and safeguarded in a manner consistent with the rules and policies of the Association. The Vice President–Treasurer, with the approval of the Board of Directors, shall prescribe the manner in which financial reports shall be prepared and provided by the Executive Director/Chief Executive Officer. The Vice President–Treasurer shall review the financial records of the Association periodically to ensure that funds are disbursed in accordance with this Constitution and the rules established by the Board of Directors.

(b) The Vice President–Treasurer shall provide to the Association a bond in such form and amount as determined by the Board of Directors, the cost of such bond to be borne by the Association. The Vice President–Treasurer shall cause the receipts and disbursements of the Association to be audited annually by a recognized firm of certified public accountants designated by the Board of Directors. The Vice President–Treasurer shall make a report to the membership at the annual conference. This report shall include the results of the most recent annual audit.

## Section 12: Executive Director/Chief Executive Officer

(a) Subject to the policies, rules, and direction of the Board of Directors, the Executive Director/Chief Executive Officer shall:

- i. Serve as secretary of the meetings of the Association, the Board of Directors, and the Executive Board.
- ii. Give due notice of all such meetings and keep the official minutes thereof.
- iii. Maintain the records, files, and artifacts of the Association and handle its general correspondence.
- iv. Conduct continuous effort to increase active, associate, and sustaining membership, and the revenues of the Association.
- v. Prepare an annual budget of the Association for consideration and approval by the Board of Directors; keep complete records of all moneys owed to the Association and of expenditures incurred by the Association; and, take all appropriate measures to assure the prompt collection, payment of, and accounting for Association funds.
- vi. Direct the preparation and distribution of all publications of the Association.
- vii. Assist the committees of the Association by furnishing them with technical information and assisting in the preparation of their reports.
- viii. Supervise such research programs or special studies as the Board of Directors may prescribe.
- ix. Perform such other duties as may be assigned by the President or the Board of Directors.
- x. Serve as executive head of the Association and exercise control and direction over all of the divisions and functions of the Association.
- xi. Arrange for joint research projects, publications, administrative assistance, and participation in conferences to the end that the mission of the Association may be more fully realized.

(b) In order to perform the foregoing duties, the Executive Director/Chief Executive Officer may employ such staff and incur such other expenses as the Board of Directors, in its budget, shall authorize.

(c) The Executive Director/Chief Executive Officer shall provide to the Association a bond in such form and amount as may be determined by the Board of Directors, the cost of such bond to be borne by the Association.

### **Section 13: Honorary President**

Individuals who have made an extraordinary lifetime contribution to the Association may be elected as Honorary President of this Association at the business session of any annual conference of the Association by a two-thirds vote of members present and voting, following unanimous nomination by the Board of Directors, the tenure of office of such Honorary President being at the pleasure of the Association.

### **Section 14: Compensation of Officers**

No officer of this Association, other than the Executive Director/Chief Executive Officer, may receive compensation except for actual expenses incurred in the performance of official duties and for which budgetary provision has been made by the Board of Directors.

### **Section 15: Meetings**

The Executive Board shall meet at such times as the President deems necessary or when called for by at least four members of the board.

### **Section 16: Discipline of Members of the Executive Board**

When a member of the Executive Board of the Association is reduced in rank or removed from an employing agency for misconduct, or when the member conducts themselves in such a manner as to bring the Association into disrepute, the President shall investigate said allegations in accordance with the rules established by the Board of Directors.

If the President acts in such a manner as to bring the association in disrepute, the Immediate Past President or other Past President in good standing, as selected by a vote of the Board of Directors, shall investigate said allegations in accordance with the rules established by the Board of Directors.

### **Section 17: Action Without Meeting**

The Executive Board may, in accordance with such rules as the Board of Directors may establish, take action without a meeting.

## Section 18: Responsibilities of the Executive Board

As the leadership of the IACP, members of the Executive Board are expected to play a key role in promoting the work of the association as well as highlighting the value of IACP membership to others. These responsibilities include:

- a. Advancing the policy priorities of the association
  - i. Meeting with key policy makers (federal, state, local, tribal); testifying before various policy bodies, representing IACP in the media
- b. Serving as a representative of IACP at various meetings
  - i. This includes state association meetings, advisory panels, conferences, section and divisional meetings
- c. Promoting the benefits of IACP membership to potential members
  - i. Assisting IACP in identifying and contacting potential members
  - ii. Notifying IACP of retiring chiefs and new appointments
- d. Promoting IACP sponsored training sessions and events
- e. Promoting IACP Executives Services
- f. Encouraging submissions to *The Police Chief Magazine*

## ARTICLE 5

### SPECIAL FUNDS

#### Section 1: Receipt of Funds

The Association may accept special donations or bequests and devises of personal and real property from public-spirited persons, corporations, or organizations, having a philanthropic interest in the work of the Association, to provide sufficient and additional means for the aid of the Association or to carry out its general or special purposes. Such funds shall be spent in accordance with the terms of the donor as agreed upon by the Association.

#### Section 2: Administration of Funds

All special funds granted to the Association shall be under the administrative supervision of the Vice President Treasurer and the Executive Director/Chief Executive Officer.

## ARTICLE 6

### FISCAL YEAR

The fiscal year of the Association shall be determined by the Board of Directors. The annual budget of the Association shall be adopted in accordance with the rules established by the Board of Directors.

## ARTICLE 7

# ANNUAL CONFERENCE

### Section 1: Time, Place, and Purpose

Annual conferences shall occur at such time and place as shall be determined by the Board of Directors. If it is later determined by the Executive Board that contractual obligations are not being adhered to, the Executive Board may select another time or place and official notice thereof shall be published in The Police Chief at least three (3) months prior to the actual date of such annual conference. It is at the annual conference of the Association that, in and among other things, the membership has the opportunity to elect constitutional officers; amend the constitution; receive reports from the Vice President–Treasurer, Executive Director/Chief Executive Officer, and committees; and to participate in any business sessions of the Association.

### Section 2: Election of Officers/Constitutional Amendments

Election of Officers to Constitutional positions and voting for any proposed amendments to the Constitution will occur in accordance with the rules as determined by the Board of Directors. These activities will be held in accordance with the requirements for these ballots prescribed elsewhere in the Constitution and Rules of the Association.

### Section 3: Business Session

Annual conferences will include business sessions, in places and times determined by the Executive Board. Notice of the business sessions shall be published in The Police Chief at least 30 days prior to the meeting. It is at the business sessions of the Association that members will receive reports from various officers of the Association and will act upon proposed resolutions.

### Section 4: Quorum

A quorum for a business meeting of the members at the annual conference shall consist of at least 50 active members, present in person at the meeting. For any matter brought before the meeting to be adopted and acted upon, it must receive the affirmative vote of a majority of the votes entitled to be cast by the members present in person at the meeting.

### Section 5: Resolutions

Resolutions may be considered by the membership consistent with rules established by the Board of Directors. The process of considering resolutions is managed by the Resolutions Committee. Resolutions may be offered by a committee, section, or by individual members of the Association. Every resolution shall be written and presented in concise form to the Resolutions Committee consistent with rules promulgated by the Board of Directors.

The Resolutions Committee, at a business session, will present a report to the membership detailing its specific recommendations on resolutions it has reviewed. The membership will have an opportunity to consider and debate the resolutions considered by the Resolutions Committee prior to voting.

**Section 6: Rules of Order**

In the absence of any provision to the contrary in this constitution or the rules of the Association, all meetings of the Association and all meetings of the Board of Directors, the Executive Board, and all other committees and sections shall be governed by the parliamentary rules and usages contained in the then current edition of Robert's Rules of Order, Revised.



## ARTICLE 8

### RETENTION OF PROPERTY INTEREST

All right, title, and interest, both legal and equitable in and to property of this Association, shall remain in the Association.

## ARTICLE 9

### AMENDMENTS

This constitution may be amended by the affirmative vote of two-thirds of the members present and voting in accordance with rules established by the Board of Directors provided the proposed amendment, which may be filed by one (1) percent or more of active members of the Association, or by the Board of Directors with the Executive Director/Chief Executive Officer, shall have been submitted with a written explanation of the reasons for the proposed amendments to the Executive Director/Chief Executive Officer at least 60 days before the meeting at which it is to be offered. The Executive Director/Chief Executive Officer shall reproduce the amendment in its entirety, clearly indicating those sections that are being proposed for change, and the reasons there-for and notify the membership of the Association thereof, either by any recognized legal means or publication in an official IACP Publication, at least thirty (30) days before such meeting. The Board of Directors shall study and consider the proposed amendment and shall report its recommendations thereon to the Association before the membership shall vote upon it.

# RULES



# RULE 1

## ASSOCIATION GOVERNANCE

### PART I: ESTABLISHMENT OF HEADQUARTERS

#### Section 1: Association Headquarters

The Association shall maintain a permanent headquarters which shall serve as the official seat of business for the conduct of affairs of the Association and for housing the official files of the Association. The office shall be located in Washington, D.C., or vicinity, in such quarters as may be designated by the Board of Directors. Except as may be otherwise provided by the Board of Directors, all business transactions of the Association shall be administered through the headquarters.

#### Section 2: Governance of Headquarters

The Executive Director/Chief Executive Officer shall serve as the responsible agent of the Executive Board and Board of Directors in the conduct of the business of the Association and shall be accountable to it for faithful performance of such duties. All duties essential to the conduct of the work of the Association, not vested by the constitution or rules in other officers, are charged to the Executive Director/Chief Executive Officer. The headquarters shall be under the supervision of the Executive Director/Chief Executive Officer. The Executive Director/Chief Executive Officer shall appoint directors for the efficient management of the affairs of the Association. Such appointments will be made in consultation with the IACP President and persons so appointed shall serve at the pleasure of the Executive Director/Chief Executive Officer.

The Executive Director/Chief Executive Officer shall serve at the pleasure of the Board of Directors and be employed by the Association pursuant to the terms of an employment contract approved by the Board of Directors. The contract shall include an annual performance review. The First Vice President shall be responsible for ensuring that this review requirement is satisfied and shall conduct a poll of the Executive Board for opinions as to the performance of the Executive Director/Chief Executive Officer. The performance review shall be presented to the Board of Directors for review and approval and then discussed with the Executive Director/Chief Executive Officer along with the Executive Board.

The Executive Director/Chief Executive Officer may arrange for the employment or designation of such persons, and for securing such services as are required in the conduct of the affairs of the Association, and for which budgetary authorization has been made by the Board of Directors. For each position to be filled, specifications shall be prepared showing the duties to be performed and the desired qualifications. A notice of appointment shall be given to each employee so appointed and shall indicate the salary and such other conditions of work as may be authorized. The Executive Director/Chief Executive Officer may designate one of the directors as chief of staff. Each of the directors shall have the authority and responsibility for the employment of staff within their respective divisions with the approval of the Executive Director/Chief Executive Officer,

and the tenure of such employees shall be at the pleasure of their director, concurred in by the Executive Director/Chief Executive Officer.

Subject to the policies and directives of the Executive Director/Chief Executive Officer, the directors may solicit grants and contracts for services performed on behalf of the Association. Directors may, when so designated by the Executive Director/Chief Executive Officer, act in the Executive Director/Chief Executive Officer's stead with all authority of the Executive Director/Chief Executive Officer's office.

The Executive Director/Chief Executive Officer may allow vacation and sick leave to regular employees in accordance with prescribed regulations. The Executive Director/Chief Executive Officer may arrange for joint research projects, publications, administrative assistance, and participation in conferences to the end that the mission of the Association may be more fully realized.

## **PART II: CONDUCT OF BOARD OF DIRECTORS AND EXECUTIVE BOARD MEETING**

### **Section 1: Meetings of the Board of Directors**

The Board of Directors shall meet during the annual conference of the Association and at such other times as designated by the President.

### **Section 2: Notice of Meetings**

The Executive Director/Chief Executive Officer shall send Notice of meetings of the Board of Directors and of the Executive Board to the members of each body at least ten calendar days in advance, except in case of emergency.

### **Section 3: Required Attendance**

1. If a Board of Directors member, without good and sufficient reason as determined by the President, fails to attend a scheduled meeting, the President shall notify such member in writing within five working days after said meeting that a second absence, without good and sufficient reason, shall be deemed as a resignation from the Board of Directors.
2. If a Board of Directors member, without good and sufficient reason as determined by the President, fails to attend a second scheduled meeting within a 12-month period, the member's resignation will be deemed to have been accepted.
3. In accordance with Article 3, Section 1(f), the President shall make an appointment to fill the vacancy.
4. If a Board of Directors Member has two consecutive excused absences, the President shall consult with the member to determine if they wish to remain on the Board of Directors.

## Section 4: Agenda

At the Direction of the President, the Executive Director/Chief Executive Officer shall prepare and submit at each meeting of the Board of Directors and of the Executive Board an agenda covering the matters to be discussed. The agenda and any read ahead materials pertaining to the agenda shall be distributed at least 7 days before the scheduled meeting.

## Section 5: Executive Board and Board of Directors Meeting Reports

Following all meetings of the Board of Directors, the Executive Director/Chief Executive Officer shall distribute to all members of the committee a record of actions taken. Similarly, following meetings of the Executive Board, the Executive Director/Chief Executive Officer shall cause to be distributed to all members of the Board of Directors a record of action taken. Board of Directors members are responsible for distributing the Executive Director/Chief Executive Officer's reports to their respective constituents.

## Section 6: Action without a Meeting

As set forth in Article 2, Section 4, when the Board of Directors is not in session, the Executive Board shall have the same powers as those conferred upon the Board of Directors. In keeping with this authority, the Executive Board may, when necessary, meet and take all appropriate actions to accomplish the objectives of the association. Any action taken by the Board may be brought for reconsideration by the Board of Directors at its next meeting.

## Section 7: Board of Directors Subcommittees

The Board of Directors shall have the following subcommittees:

1. **Constitution and Rules Committee.** This committee shall have oversight responsibility for any proposed changes or additions to the Association's Constitution and Rules. Any proposed adjustment to the Constitution and Rules must be submitted to this Committee before being considered by the Board of Directors. The committee shall review any such proposals and report its findings to the Board of Directors prior to Board of Directors action. The committee also may be charged by the Board of Directors to prepare draft language for its use in considering changes or additions to the Association's Constitution and Rules. This committee will be comprised of nine (9) members to include the President, the Third Vice President, the International Vice President, the Parliamentarian, the Past Presidents Committee Chair, and four (4) members of the Board of Directors.
2. **Financial Review Committee.** This committee shall have oversight responsibility for all of the Association's budgetary and financial matters, including preparation and presentation of the annual budget. This committee also shall monitor the financial dealings of the Association, including the contracting out of services, leasing of equipment, facilities, and other financial transactions necessary to the Association's business function. This committee shall consist of seven (7) members to include the President, the Treasurer, the First Vice President, the Second Vice President, and three members of the Board of Directors.
3. **Legislative Policy Committee.** This committee shall study and evaluate all proposed legislation and regulations that may favorably or adversely affect law

enforcement or the welfare of police officers on a national basis and report as frequently as necessary to this Association, or its Board of Directors, its findings and recommendations relating thereto for dissemination to the membership or for other appropriate action. This committee will be comprised of nine (9) members to include the Chair, the First Vice President, the Fourth Vice President, the General Chair of the Division of State and Provincial Police Association, the General Chair of State Associations of Chiefs of Police; and two (2) members of the Board of Directors.

4. **Nominations and Election Commission:** In accordance with the rules established by the Board of Directors, the Nominations and Election Commission shall be responsible for identifying, screening, and reviewing individuals who are qualified to serve on the Executive Board. The Election Commission shall determine all questions of eligibility of candidates for office. In addition, each year the Nominations and Election Commission will develop and provide to the incoming IACP President a listing of potential nominees to serve on the IACP Board of Directors. The Nomination and Election Commission will be chaired by the Immediate Past President and consist of 11 members. 4 members will be selected by the Executive Board, 5 members will be selected by the IACP Board of Directors and 1 member will be selected by the International Policing Division. Each member shall serve a single three year term. Members of the IACP Board of Directors are not eligible to serve on the Nominations and Elections Commission. No two members of the Nominations and Election Commission may be from the same state.
5. **Resolutions Committee.** This committee shall accept and consider resolutions submitted and make a recommendation on each resolution to the membership. This committee shall make its report at a business meeting of the annual conference. This committee shall be composed of five (5) members. See Article 7, Section 5; Rule 18, Section 5.
6. **Past Presidents Committee.** This committee is comprised of past elected presidents of the Association who shall meet and discuss law enforcement issues, giving the current governing body the benefit of their expertise. Each year the President will appoint a Committee Chairman. Past elected treasurers and past honorary presidents may be invited to serve as ex officio members by the committee. The Executive Director/Chief Executive Officer shall serve as an ex-officio member of the committee.

## PART III: MEMBERSHIP PROCEDURE

### Section 1: Membership Program

The Executive Director/Chief Executive Officer shall cause to be kept a complete roster of all members of the Association showing all pertinent data concerning their length of membership, official position, and status of dues payments. A continuous membership program shall be conducted under which persons eligible for membership, as determined in accordance with the following sections of this rule, shall be given an opportunity to join the Association. It is hereby declared to be the policy of the Association to make such membership worldwide to the end that executives of police agencies in every country may coordinate their efforts in furthering the improvement of police service as set forth in the objectives of the Association.



## Section 2: Active Membership

In the application of the constitutional provision covering eligibility for active membership, the following classes of persons shall not be solicited for membership nor shall they be admitted if they apply:

1. Law enforcement executives who are not in a recognized police force engaged in the enforcement of criminal laws.

## Section 3: Associate Membership

The following classes of persons are eligible and qualify for associate membership in the Association:

1. Police officers employed by public agencies but of insufficient rank to qualify as active members.
2. Superintendents and other executive officers of prisons.
3. Chief executives, departmental officers, and technical assistants of city, county, state, provincial, and national agencies with administrative or technical responsibility for police or related activities.
4. Prosecuting attorneys and their deputies of cities, counties, states, provinces, territories, and national governments. Professors and technical staff of accredited colleges and universities engaged in teaching or research of criminal law, police administration, and other phases of criminal justice.
5. Staff of crime institutes, governmental research bureaus, coordinating councils, law enforcement associations, and similar agencies engaged in research or in the establishment of better police and criminal administration.
6. Persons who have made a significant contribution to the science and practice of police administration.
7. Chief executive officers of industrial and commercial security police agencies who are directly employed by the industrial or commercial establishments which they serve.
8. Chief executive officers of private police or detective agencies when recommended by national, state, provincial, or territorial membership chairs.
9. Employees of companies or organizations providing services to, or assisting, the law enforcement profession.

## Section 4: Applications and Nominations for Membership

The method of submitting and approving of applications and nominations for all classes of membership shall be as follows:

1. Applications for active and associate membership shall be submitted to the Executive Director/Chief Executive Officer on forms which provide for the name, title, position, employer, department, mailing address of the applicant, and such other information as is necessary to determine qualifications defined by the constitution. Such applications shall be acted upon as provided in the constitution of the Association. If any objection to an applicant is filed with the Executive Director/Chief Executive Officer as prescribed therein, it shall be accompanied by the objector's written and detailed reasons therefor.

2. All nominations for sustaining memberships shall be submitted to the Executive Director/Chief Executive Officer with the endorsement of at least two active members of this Association in good standing. The forms for nomination shall provide for appropriate information relating to qualification. The President shall cause to be thoroughly investigated and reviewed the qualification of each person so nominated before the nomination is passed upon by the Executive Board. If one of the endorsers is not the chief police executive of the city, county, state, or other governmental jurisdiction in which the nominee resides, the supporting recommendation of one of those officials also shall be required.
3. Any active member may nominate to the Board of Directors persons to be considered for distinguished service membership; such nominations must be made on forms containing appropriate information. It shall be the duty of the Executive Board to review all nominations and to canvass and appraise the qualifications of all persons who have performed distinguished public service in the field of law enforcement to determine the persons, if any, eligible for distinguished service recognition. The names of the persons deemed qualified and worthy of election shall be submitted to the entire Board of Directors. If the Board of Directors in turn submits a unanimous recommendation to the Association that such persons be made distinguished service members, they may be elected to such membership at the business session of an annual meeting by a two-thirds vote of the members present and voting as provided in the constitution.

### **Section 5: Membership Notification**

Upon acceptance or election into membership in the Association, each active, associate, and sustaining member shall be sent a membership card by the Executive Director/Chief Executive Officer. This card shall carry the name of the President and the Executive Director/Chief Executive Officer of the Association and shall specify the period during which the membership is in effect. Distinguished service and life members shall be given an appropriate certificate of their election and of the honor which the Association has conferred upon them. In order to provide a systematic plan for handling membership and billing dues, each active and associate member joining the Association between January 1 and August 1 shall pay the full annual dues for the fiscal year. Members joining on and after August 1 shall pay one-half of the annual dues for the remainder of such year. Thereafter, members shall pay annual dues from January of each year.

### **Section 6: Membership Solicitation**

The Executive Director/Chief Executive Officer shall, in accordance with the constitution, maintain control over all membership activities, subject to the general policies of the Board of Directors.

### **Section 7: Reinstatement of Active Membership**

1. An active member who retires and whose membership has lapsed due to nonpayment of dues may be reinstated to active membership upon submitting an application for reinstatement.
2. Upon receipt of the application the Executive Director/Chief Executive Officer shall follow the procedures for membership application review.

## Section 8: Transferring Membership

1. An employing agency may request that the unexpired portion of an annual membership which that has been paid for by the employing agency may be transferred to a member's successor.
2. To transfer membership, the employing agency shall provide proof of payment of the annual dues in the form of an employing agency's warrant, draft, corporate check, voucher, or any other document of payment of membership dues as the Executive Director/Chief Executive Officer deems appropriate. The prospective successor member shall submit this documentation with the application for membership.
  - a. Upon determination that the successor's application meets the qualifications and requirements of Article 2 for membership and the employing agency's documentation is satisfactory to evidence payment, the successor applicant may be granted membership.

## Section 9: Dues Review

At least once every three years, beginning in 2014, the Board of Directors will review membership dues rates to ensure that they are consistent with the level needed to provide programs and services to the IACP Membership.

# PART IV: USE OF OFFICIAL SEAL, INSIGNIA, PINS, AND STATIONERY

## Section 1: Seal

The official seal of the Association shall be maintained by the Executive Director/Chief Executive Officer at headquarters and shall be used only in connection with certification of official documents in accordance with standard practice.

## Section 2: Badge and Insignia

An official membership badge and monogram for use on stationery shall be made available to members as follows:

Every member shall be entitled to one membership pin. Active members are authorized to employ the official monogram or insignia of the Association on their letterheads or in any other manner whatsoever. All active members are encouraged either to place the monogram of the Association, or to indicate membership in the Association, upon the official stationery, and other appropriate materials and venues, of the police agency which they serve.

## Section 3: Endorsements

It is hereby declared to be the policy of the Association to make no endorsements of any private commercial publication or product. No publication, bulletin, announcement, advertising material, letterhead, or other document or article other than the official publications of the Association shall bear insignia, monogram, or other mark of the Association implying the approval thereto has been secured from the Association. In order to enforce this provision, the seal, badge, insignia, and monogram of this Association shall be copyrighted and the Executive Director/Chief Executive Officer is herewith directed upon learning of violation of this rule to serve notice upon the

offender by registered mail. If one month after serving such notice the offender still persists in an unauthorized practice, the individual shall, if a member, be recommended to the Board of Directors for expulsion; if the individual is not a member, the Executive Director/Chief Executive Officer shall present the matter to the Federal Trade Commission or take such other legal action as may be approved by the Executive Board.

The Association also recognizes, as a matter of policy, that endorsements and expressions of support and co-sponsorship of certain activities conducted by others in public service may serve the best interest of the Association and its membership. When requests like these are made of the Association, pursuant to policies adopted by the Board of Directors, they are to be reviewed by the Executive Director/Chief Executive Officer. The association will not, however, entertain or approve requests for endorsement or cosponsorship for surveys generated by other organizations or individuals.

### **Section 4: Stationery**

The official stationery of the Association shall be employed only in the conduct of the business of the Association. Each officer and each member of the Board of Directors, and each committee or section, may receive a supply of letterhead, but no correspondence shall be conducted with the use of such letterhead except as is appropriate to the work of such officers, committee or section members in their official capacity. All correspondence of the Association carried on at its headquarters shall be on the official letterhead.

## **PART V: PUBLICATIONS**

### **Section 1: The Police Chief**

A monthly magazine, the Police Chief, shall be an official publication of the Association and shall be furnished without charge to all members in good standing.

### **Section 2: Publications**

Publications may be prepared and published within the limitations of the budget and program of activities approved by the Board of Directors. The Executive Director/Chief Executive Officer will be responsible for the content of the publications.

## **PART VI: ANNUAL MEETINGS**

### **Section 1: Time and Place of Meeting**

The dates for the annual meeting of the Association shall be designated by the Executive Board in consultation with representatives of the host city as soon as possible after the place of meeting has been determined and at least five months in advance of the date set for the meeting. Notice of the time and place of the annual meeting shall be served to each active and associate member at least 30 days prior to the actual date of such annual meeting through publication in The Police Chief.

## Section 2: Conference Program

It shall be the duty of the Executive Director/Chief Executive Officer to prepare the program for the annual meetings of the Association, and conduct all work necessary for a successful meeting.

## Section 3: Exhibits

Arrangements for Annual Conference shall include provision for adequate space to be used by the Association for exhibit purposes. The Executive Director/Chief Executive Officer may arrange for exhibits of police equipment, supplies, or any other appropriate service or product with contracts for exhibit space prepared in each case in accordance with a predetermined schedule of charges. All revenues from the sale of exhibit space shall accrue to the general fund of the Association.

## Section 4: Business

The program for each annual meeting shall provide for reports by the President, Executive Director/Chief Executive Officer, Vice President–Treasurer, and of such other officers and committees and sections as may be appropriate. Opportunity shall be given for any member to present to the members present at the business session of the annual meeting any matter which they may believe desirable for the good of the Association.

## Section 5: Resolutions

Individual members, committees, sections or divisions submitting resolutions for membership consideration must do so in writing to the Executive Director/Chief Executive Officer for processing and forwarding to the Resolutions Committee no less than 60 days prior to the annual conference.

No less than 45 days prior to the annual conference, the Resolutions Committee, either through a meeting or conference call, will review the submitted resolutions or identify any questions or concerns they may have. Following this meeting, IACP staff will notify those who submitted resolutions as to the status of their proposed resolutions. In those cases where the resolutions committee has questions or concerns with a resolution, these concerns will be detailed.

At the meeting of the Resolutions Committee held during the annual conference, representatives from those members/committees/sections whose resolutions were returned with questions or concerns must attend the Resolutions Committee meeting in order to provide the committee members with background or clarifying information. These representatives must be empowered to adjust their resolution if so proposed by the resolution committee.

Subject to the review and acceptance of the resolutions committee, if exigent circumstances prevent the timely submission of a resolution, a member/committee/section may submit a resolution to the resolutions committee during the annual conference only by appearing before the resolutions committee in person to present the proposed resolution.

The report of the resolutions committee will be presented to the Executive Board during a meeting at the annual conference. The Executive Board shall review the resolutions committee report and approve resolutions for membership consideration. No resolution shall be voted upon by the membership unless it has been considered and received a recommendation from the Executive Board. Following Executive Board approval, the membership will have the opportunity to vote on resolutions in a time and manner prescribed by the Board of Directors.

No resolution shall be represented as an official position of the membership of the Association unless adopted in a manner consistent with the requirements of Article 7 of the IACP Constitution and the rules established by the Board of Directors.

### **Section 6: Sergeant-at-Arms**

At the annual conference, the President may appoint additional, temporary members to assist the Sergeant-at-Arms Committee. It shall be the duty of the Sergeant-at-Arms Committee and such additional, temporary members to secure prompt attendance of members at each session of the meeting, serve as tellers at the election of officers, and take such steps as may be necessary to establish favorable meeting conditions.

### **Section 7: Payment of Expenses for Non-members**

The Association is authorized to pay the expenses for certain individuals to participate in the Annual Meeting who are not members of the Association.

No more than three individuals will be authorized to receive reimbursement for conference travel and lodging costs. These individuals will be presented by the President to the Executive Board for Board approval at least 60 days in advance of the Annual Meeting. Sums sufficient to cover the full costs for these individuals must be incorporated into the operating budget for the year the expenses will be realized before travel authorization can be provided to any individual selected.

Individuals designated to receive this privilege must carry one or more official functions at the Annual Meeting as determined by the Executive Board. Family members of the President, except for the President's spouse, and other members of the Executive Board including the Parliamentarian and the Executive Director/Chief Executive Officer are not eligible to receive these reimbursements.

Nothing in this Section prohibits the Association from paying the expenses of speakers at the general assemblies and workshops at the Annual Meeting should these costs be provided for in an approved operating budget.

Individuals who are scheduled to receive awards from the Association or its Committees and Sections under officially sanctioned recognition programs are not eligible to receive travel, lodging, or per diem costs from the Association's operating funds to attend the Annual Meeting. If costs for these individuals are to be paid by the Association, they must be provided for in an approved operating budget or they must be provided to the IACP by grants or contributions approved by the Executive Board pursuant to the requirements of Rule 9.

### **Section 8: Payment of Lodging Expenses for IACP Past Presidents**

The Association recognizes that past, elected Presidents of the IACP have made substantial contributions to the organization. Where a past, elected president is fully retired, not receiving any compensation for work performed, and living solely on retirement income, the Association may provide lodging assistance. Those members, who meet the circumstances described above, may request lodging expenses for the annual IACP conference from IACP by submitting a written request to Chair of the Past Presidents Committee. The Chair will review the request with the IACP President and, following a determination that the request meets the requirements of this Section, the President will direct the Executive Director/Chief Executive Officer to make the

necessary provisions in the IACP operating budget for the costs associated with the authorization given. It is the expectation of the Association that in return for the provision of these expenses, the recipient(s) will perform the responsibilities specified for the Past President Committee at the annual conference under Rule 4, Part 1, Section 2 of the IACP Constitution.

## PART VII: ELECTION PROCEDURES

### Section 1: Election Commission

The Election Commission, as provided in Rule 4, Section 9 shall take the tally of votes and certify same to the President. The President shall report the results to the membership forthwith. The Election Commission shall determine all questions of eligibility of candidates for office.

### Section 2: Candidate for Office (Filing)

1. Any member seeking office shall file a declaration of candidacy for no more than one office and a certification of eligibility with the Executive Director/ Chief Executive Officer at least 120 days before the opening date of the annual conference where the election will be held.
2. Campaign Manager–Treasurer. The candidate for office shall, 120 days before the date of the annual conference, file a "certificate of designation" setting forth the name of the campaign manager and/or treasurer. The form will also include a clause for the candidate to attest to compliance with these rules.
  - a. Qualifications of Campaign Manager and/or Treasurer:
    - Must be an active member
    - The campaign manager may also perform the duties of treasurer
    - May not be a person currently serving on the IACP Executive Board
    - May not serve on the Election Commission
    - May not be a Sergeant-at-Arms;
    - The candidate may serve as their own campaign manager and treasurer
  - b. Duties of Campaign Manager:
    - Supervise campaign workers
    - Shall be jointly accountable with the candidate for breaches of election rules
    - May appoint a poll watcher for each balloting location
  - c. Duties of Treasurer:
    - Must supervise and attest to the accuracy of the account books
  - e. Resignation or Termination of Campaign Manager or Treasurer:
    - i. If the campaign manager or treasurer resigns or is terminated by the candidate, the candidate shall immediately inform the Executive Director/ Chief Executive Officer, in writing, the reason for said resignation and the name of the newly appointed party.



### Section 3: Contributions and Expenditures

1. Recording. The Treasurer shall be responsible for the strict accounting of all contributions. Contributions shall be defined as any cash, check, or goods and services provided for the benefit of a candidate for election. A fair market value shall be placed on all goods and services by the Campaign Treasurer.
2. Contributions. All contributions in excess of \$200 to a candidate, or to a candidate's state association for the purposes of election, must be reported by the campaign. No contribution to either the candidate or the candidate's association in excess of \$5,000 is permissible.
  - a. Anonymous contributions are prohibited.
  - b. A listing of all contributions in excess of \$200, specifying the contributor's name, the business address, the amount donated, the date received, and the total amount of contribution made by a contributor, shall be retained by the Campaign Treasurer.
3. Limitation of Expenditures. A candidate will be limited to a total of \$20,000 in expenditures for an entire campaign. This shall include all goods, services and materials used on behalf of the candidate. The costs associated with a candidate's state hospitality room shall be counted against this expenditure limit on any occasion where campaign material is present or distributed.
  - a. A listing of all expenditures specifying the person and/or organization to whom the expenditure was made, address, and reason for expenditure shall be retained by the Campaign Treasurer.

### Section 4: Filing of Financial Statements

1. All candidates shall file with the Executive Director/Chief Executive Officer a preliminary financial statement (including all contributions and expenses as listed above) with a certification of candidacy 120 days prior to the annual conference.
2. All candidates or designated campaign manager shall file an up-to-date financial statement with the Executive Director/Chief Executive Officer before noon on the day the annual conference begins.
3. The Executive Director/Chief Executive Officer will forward said financial statement to the Election Commission and the Board of Directors forthwith upon its receipt.
4. A final financial statement shall be filed with the Executive Director/Chief Executive Officer within sixty days after the election. The Executive Director/Chief Executive Officer shall report any failure to file to the Board of Directors.
5. The financial statement shall be open to inspection at any time to the Election Commission and shall be retained by the candidate for one year after the election. The books will be open to inspection at the annual conference.



## Section 5: Filling Candidate Vacancies

1. If 120 days prior to the start of the annual conference, no candidate has filed for an elected Board office, or a candidate withdraws or is found to be ineligible, the filing period shall be reopened.
2. All candidates who have previously filed for an office shall have 72 hours to refile or redeclare their candidacy for a particular office.
3. If no eligible candidates file for an office within the filing deadline, any eligible member may file candidacy for said vacancy with the Executive Director/Chief Executive Officer on the opening day of the conference prior to election.

## Section 6: Elections

**Voting.** All candidates shall be voted upon by secret ballot unless there is only one candidate for the office to be filled. The candidate receiving a majority of votes cast for each office shall be declared elected. In the event no candidate receives a majority of votes on the first ballot, another ballot shall be taken between the two candidates receiving the highest number of votes on the first ballot, and the one receiving a majority of the votes cast on the second ballot shall be declared elected [Article 4, Section 8]. (Majority is defined as 50% +1 of all votes cast)

1. **Voting Hours.** Voting for elections or any ballot articles shall begin at 8:00 a.m. on the day of the First General Session. Polls will close and all ballots counted at 4:00 p.m.
2. **Voting Location.** Voting locations will be set by the President with the advice of the election commission at least 120 days prior to the start of the annual conference. At least one voting location will be established within the convention center where the annual conference is being held.
3. **Presiding Officer.** The President or a designee shall preside over the election proceedings; however, no candidate may be the presiding officer. Robert's Rules of Order (newly revised) shall be utilized.
4. **The Election.**
  - a. The Election Commission will meet at the annual conference at such times as prescribed by the chair and may conduct its business by telephone and other means.
  - b. Assigned poll watchers will be in place for balloting one hour before the polls open on Election Day.
  - c. The name of a candidate shall appear first on the ballot in the order of filing.
5. **Sergeant-at-Arms.** The Sergeant-at-Arms shall maintain order and proper decorum during the election.
6. **Poll Watcher.** A poll watcher representing each candidate for each balloting location may be appointed by the respective campaign manager, such list of poll watchers shall be given to the Sergeant-at-Arms prior to the election.
7. **Ballot Procedures.** No one except the Sergeant-at-Arms, individuals designated by the Sergeant-at-Arms, and the Election Commission shall be behind the voting machine or in the place where the ballots are being counted.

8. **Campaign Speeches.** Each candidate for contested office will be allowed an equal amount of time for campaign speeches at the first general assembly of the annual conference. The President shall report the allocation of time for such speeches to the Election Commission which shall not exceed 5 minutes per candidate. The Election Commission shall notify each candidate of the time allotted.

## **Section 7: Campaign Practices**

1. Rules for Candidates at the Annual Conference in which they will stand for election:
  - a. No campaign literature may be placed in hotels or convention centers prior to 12:00 noon on the day preceding the first day of the annual conference.
  - b. All requirements of hotels and convention centers will be strictly followed with regard to posting campaign literature. Such requirements shall be made known to each candidate or the candidate's campaign manager by the Election Commission.
  - c. A table for campaigning and a main campaigning booth will be provided by the Election Commission to each candidate. The position of tables or booths will be selected by lot.
  - d. Each candidate will be provided from the Executive Director/Chief Executive Officer:
    - i. A current mailing list of all active members.
    - ii. A mailing list of all active members registered for the annual conference in which they will stand for election.
    - iii. A breakdown, by state, of total votes cast (not totals for individual candidates) in the previous four elections in which balloting was held.
  - e. Banners, posters, and other campaign materials may be placed only in locations prescribed by the Election Commission.
  - f. Campaign hospitality rooms will not be open during general assemblies, business sessions and workshops.
2. **Campaign Rules for Candidates in the year prior to when they will stand for election.**
  - a. The campaign may begin once the Election Commission has certified that a candidate has been elected. The distribution of campaign literature will be limited to a specified area, to be designated by the election commission.
  - b. All campaign expenses associated with the distribution of material at the annual conference and incurred from that point forward shall be counted against expenditure limitations as set forth in Rule 1, Part VII, Section 4.
3. **Candidate Briefing Memorandum.** The Executive Director/Chief Executive Officer will provide to all declared candidates, during the year in which they will stand for election, a detailed memorandum that will outline the various opportunities, requirements and responsibilities of candidates for IACP office. Following the conclusion of each election, the Executive Director/Chief Executive Officer will consult with all candidates in order to solicit comments on the election process and opportunities for improvement in future elections.

## Section 8: Sanctions

1. Violations of campaign rules and practices shall be investigated by the Election Commission.
  - a. If a breach of campaign practices is found during the course of a campaign, the Election Commission will inform the candidate and the campaign manager of the breach, asking them to cease and desist. If they do not cease and desist, or if the breach is serious, the Election Commission can declare a candidate disqualified. The action taken by the Election Commission will be brought before the Board of Directors for review and confirmation.
  - b. If within sixty days following the conclusion of an election, a candidate fails to file a final financial statement with the Executive Director/Chief Executive Officer or if a serious discrepancy or a claim by an opposing candidate is submitted regarding campaign financing, the Election Commission will review the candidate actions, or suspected discrepancies and claims by opposing candidates. If irregularities are uncovered and ethical violations discovered that subvert the intent of this rule, the Election Commission can recommend to the Board of Directors such disciplinary procedures as they judge appropriate, including forfeiture of office or prohibition on standing for election for other IACP office.

## RULE 2

### ETHICS

#### PART I: ETHICS

As set forth in Article I, Section 2 of the IACP Constitution, the International Association of Chiefs of Police is firmly committed to the principle that law enforcement officers must achieve and maintain the highest standard of ethics.

If a member of the association fails to uphold this standard of ethics or otherwise conducts themselves in such a manner to bring the Association into disrepute, the Board of Directors may act under the authority provided in Article 1, Section 12 of the IACP Constitution to discipline, suspend or expel such member.

#### PART II: CONFLICTS OF INTEREST

##### Section 1: Purpose

The Association has determined that its effective governance depends in large measure on deliberate, thoughtful, and disinterested decision making by the IACP leadership and staff. Because the Association's reputation and ability to carry out its mission can be seriously damaged by the appearance or suggestion of a conflict of interest, the Board of Directors has created this Conflict of Interest Rule.

##### Section 2: Application

The policies and requirements identified in this Rule apply to certain individuals associated with IACP that make and implement Association policy. These include members of the Board of Directors, Executive Board, the Parliamentarian, Chairs of IACP Committees and Sections, the Executive Director/Chief Executive Officer, the Chief of Staff, and all staff division directors.

##### Section 3: Policy

None of the individuals identified in Section 2 of this Rule shall use their position, or the knowledge gained therefrom, in such a manner that a conflict between the interest of the Association and their personal interests or business arises. Personal interests or business in this policy are limited to pecuniary financial issues. Conflicts would surface in those situations in which an individual would use their organizational position to advance a personal agenda at the organization's expense.

The conduct of personal business between any of these individuals and this Association must be disclosed and is prohibited.

If any of these individuals has an interest in a proposed transaction with the Association or any of its Divisions, Sections, or Committees in the form of any significant personal financial interest in the transaction or in any organization involved in the transaction, or holds a position of influence

in any such organization, they must make full disclosure of such interest before any discussion or negotiation of such transaction.

### **Section 4: Disclosure**

Implementation of the policy stated in Section 3 requires that the individuals addressed by this Rule will submit annual reports on the form specified in Section 5, below. In addition, these individuals will, if not previously disclosed, make disclosure before any relevant action.

Reports submitted, when there is a need, will be filed with the Executive Director/Chief Executive Officer and reviewed by an Ethics Committee, which will attempt to resolve any actual or potential conflict(s). Any conflict issue that cannot be resolved by the Ethics Committee will be referred to the Board of Directors for final resolution.

### **Section 5: Disclosure Form**

Individuals addressed by this Rule will, by November 15 of each year, be required to submit the following conflict of interest form to the Executive Director/Chief Executive Officer:

#### **CONFLICT-OF-INTEREST QUESTIONNAIRE**

Please answer all questions. If the answer is yes, please explain. An affirmative response does not necessarily imply that the relationship is improper or that it should be terminated.

1. Have you or any related party had any material interest, direct or indirect, in any transaction since you started working with the IACP to which the Association or any of its Divisions, Sections, or Committees was or is to be a party?  
  
 Yes    No
  
2. If your answer is yes, please describe the relationship including any financial dealings.
  
3. Do you or any related party have any material interest, direct or indirect, in any pending or incomplete transaction to which the Association or any of its Divisions, Sections, or Committees was or is to be a party?  
  
 Yes    No
  
4. If your answer is yes, please describe the relationship including any financial dealings.
  
5. Since you started working with the IACP, have you or any related party been indebted to the Association or any of its Divisions, Sections, or Committees? Please exclude amounts due for ordinary travel and expense advances and for outstanding pledges.  
  
 Yes    No

6. If your answer is yes, please indicate the type of indebtedness and the amount.
7. Please provide a complete list of all organizations like the IACP, apart from your primary place of employment, with whom you currently work and from whom you receive compensation for services provided.
8. Please provide a complete list of any law enforcement–related organizations in which you are a member. Also, please indicate if you serve in any influential capacity that is apart from your status as a member.
9. The answers to the foregoing questions are accurately stated to the best of my knowledge and belief.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Related party is defined as members of your immediate family, which includes your spouse, minor children, and all other dependents; estates, trusts, and partnerships in which you or your immediate family has a present or vested future beneficial interest; and a corporation in which you or your immediate family is a beneficial owner of more than 5 percent of the voting interests. Answers to these questions should be as complete as possible. Individuals are encouraged to err on the side of providing more information than necessary where they are uncertain about how to respond to questions posed.

## RULE 3

# FINANCIAL PRACTICES

## Part I: Budget Procedure

### Section 1: Preparation of the Budget

The Executive Director/Chief Executive Officer is hereby charged with the responsibility for the preparation, in advance of each fiscal year, of a complete budget covering all operations of the Association. This budget shall include all estimated income of the Association and all proposed expenditures during the fiscal year. The budget shall be supplemented with the Association goals and objectives as outlined in the IACP Strategic Plan.

### Section 2: Adoption of Budget

1. **Fiscal Year.** The fiscal year of the Association shall be from October 1 to September 30. The annual budget of the Association shall be adopted by September 15 preceding the fiscal year which it covers.
2. **Budget Procedure.** The Executive Director/Chief Executive Officer shall first submit the proposed budget and work program to the Financial Review Committee for review and recommendation. It must then be submitted to the Executive Board at least by August 15 prior to the fiscal year to which it applies in order that final adoption may be made by September 15 as provided in Article 6 of the constitution. Upon adoption of the budget by the Executive Board as submitted or amended, it shall be referred to the Board of Directors for final action. No expenditures shall be authorized or incurred by any officer or employee of the Association unless budgetary provision has been made for it, either in the original or amended budget, in allowance for the total amount of expenditures, or authorized through a restricted fund. When an amendment is indicated, the Executive Director/Chief Executive Officer shall recommend revision of the budget, which may take effect if approved by the Executive Board without referral to the Board of Directors, provided no increase is made in the total expenditures previously authorized by the Board of Directors. All amendments to the budget and all expenditures for non-budgeted items shall be referred to the Financial Review Committee for its recommendation prior to Board and/or Board of Directors action.

### Section 3: Budgetary Control

The Executive Director/Chief Executive Officer or his or her designee shall be responsible for the proper administration of the budget and shall maintain continuous supervision over income and expenditures. It shall be the Executive Director/Chief Executive Officer's duty to control the activities of the Association as set forth in the Association goals and objectives as outlined in the IACP Strategic Plan, and in conformity with the decisions of the Executive Board and Board of Directors. This will include any necessary adjustments in expenditures in the event less income is

received than anticipated in order that the budget may be in balance. At all regular meetings of the IACP Governing Body, the Executive Director/Chief Executive Officer shall submit financial reports that reflect the operating results of the Association. Other financial reports may be presented on an as needed basis. These statements will include revenues and expenditures by cost center grouping, as well as relative associated narrative reports. These statements will be prepared in accordance with the IACP Approved Budget-Guiding Principles.

#### **Section 4: Amendment of Budget**

The Executive Director/Chief Executive Officer or his or her designee shall submit any amendments to the approved budget as deemed necessary.

#### **Section 5: Budget-Guiding Principles**

The Financial Review Committee shall recommend to the Board of Directors a set of Budget-Guiding Principles to ensure the Association's continued financial stability.

### **Part II: Collection and Custody of Funds**

#### **Section 1: Responsibility for Collections**

The Executive Director/Chief Executive Officer, as the officer responsible for collection of all moneys or assets due to the Association, shall oversee and maintain a systematic method for handling receipts which will give proper assurance that all such moneys and assets due to the Association are actually received and properly recorded.

#### **Section 2: Collection Procedure**

Invoices shall be prepared on a standard form and sent to all persons and organizations in debt to the Association, and proper follow-up made of all unpaid invoices. In the event of failure to remit the amount due the Association, the Executive Director/Chief Executive Officer or his or her designee is directed to take such action necessary to make the collection as deemed appropriate and which is consistent with the constitution.

#### **Section 3: Handling of Revenues**

Headquarters shall record all moneys received by the Association and a statement of revenues shall be available for review/audit by the Vice President–Treasurer.

#### **Section 4: Deposit of Moneys**

The Association receives cash deposits on a regular basis for grants and contracts, sponsorships, membership dues, publications, conferences, and other miscellaneous items. The vast majority of funds are received either electronically or through a bank lockbox, and are typically reflected in the Associations bank account within 1-3 business days of receipt. In-house cash receipts are generally deposited daily if more than \$2,000 in total; otherwise in-house receipts are generally deposited on a weekly basis into an account or accounts of the Association. A detailed report of all cash deposits made to the bank accounts shall be available for review/audit by the Vice President–Treasurer.



## Part III: Travel Expenses

### Section 1: General Policy

It is hereby to be the policy of the Association to keep at a minimum expenditures for travel of its officers, members of committees and sections, and other representatives. No travel expenses may be incurred by any person except as in hereinafter provided, and no expenses shall be paid by the Association for which reimbursement to the member has been secured from that member's governmental jurisdiction or any other source. The collection of expenses by any officer or member both from the Association and any other authorized source, shall be handled in accordance with the procedures set forth in Rule 2, Ethics.

The policies contained within the most recent version of the IACP Travel Guidelines shall be reviewed periodically by the Financial Review Committee, with all modifications and recommendations subsequently forwarded to the Board of Directors for approval.

### Section 2: Authorization of Travel

No travel shall be authorized as an expense of the Association except as provision may have been made therefore in the budget, and is in accordance with the provisions of this section.

The President or the President's designee of the Executive Board shall be authorized to incur travel expenses within the provisions of Association Travel Guidelines approved by the Board of Directors for the following:

- To represent the IACP, when requested or appropriate, at meetings or conferences of associations of chiefs of police or other law enforcement or criminal justice organizations;
- To represent the IACP, when requested or appropriate, at Congressional hearings meetings with members of Congress and other federal or government agencies; and
- To represent the IACP at other meetings determined to be legitimate, customary, or necessary that are in the best interest of the IACP.

The President, when on approved travel and within approved budgetary guidelines, may be accompanied by their guest at Association's expense. The President and Executive Board shall be authorized to incur expenses consistent with adopted IACP Travel Guidelines for travel necessary for attendance at regular, special, or committee meetings.

The Vice President–Treasurer shall be authorized to incur expenses related to the required quarterly audits of headquarters financial records.

All other expenditures for travel of officers, the Executive Director/Chief Executive Officer, members of committees and sections, or other official representatives shall be incurred only with the approval of the President. The President shall notify the Executive Director/Chief Executive Officer immediately upon making such authorization. The Executive Director/Chief Executive Officer shall record such authorization along with other travel for which expenses have been incurred under the provisions of this section to include the name of the person who has been authorized travel, the reason for travel, the dates of travel, and expense incurred, which shall be reported to the Executive Board monthly. No employee may incur travel expense without the approval of the Executive Director/Chief Executive Officer or his or her designee unless otherwise authorized by these rules.

### **Section 3: Submission of Expense Accounts**

All expense incurred in travel, for which reimbursement is to be made by the Association, shall be submitted to headquarters on standard travel invoice forms within fifteen (15) days of authorized travel completion. Upon determination of the proper budgetary provision and authorization, such travel invoice shall be transmitted to the Executive Director/Chief Executive Officer or his or her designee for approval prior to payment. The Executive Director/Chief Executive Officer or his or her designee is charged with reviewing travel invoices submitted by employees of the Association, Association officers, members of committees and sections, or other official Association representatives in order to determine whether the claim is justified. Payment of all expenses not properly incurred shall be denied. The President shall periodically review all travel of the Executive Director/Chief Executive Officer to ensure appropriate justification. The Vice President–Treasurer shall periodically review travel expenses to ensure compliance with this Rule and IACP Travel Guidelines. The President shall periodically review travel expenses of the Vice President– Treasurer.

## **Part IV: Purchasing of Commodities and Services**

### **Section 1: Authorization and Purchases**

The Executive Director/Chief Executive Officer or his or her designee are authorized to oversee the process of purchasing such supplies, material, equipment, and services as may be required in the administration of the affairs of the Association as provided for in the approved budget document.

### **Section 2: Competitive Bidding**

All purchases and contracts, when practical, should be negotiated through a competitive bidding process. All questions arising as to the necessity for such a requirement, in specific instances, should be presented to the Executive Director/Chief Executive Officer or his or her designee for resolution.

### **Section 3: Contracts**

The Executive Director/Chief Executive Officer or his or her designee may enter into contracts that bind the corporation to perform services for which payment shall be received. . The Executive Director/Chief Executive Officer or his or her designee may also enter into contracts for services and materials of vendors related to the day-to-day operation of the corporation. Any contract that relates to a national-scope sales program for products or services that may affect the tax-exempt status of the corporation, or that involves a major change in the format of a program, or that represents a departure from established policy, must be reviewed by the financial review committee and presented to the Executive Board for review and approval.

## **Part V: Grants and Contributions**

### **Section 1: Application for Funds**

The President of the Association may authorize the Executive Director/Chief Executive Officer or his or her designee to submit applications to governmental agencies, philanthropic organizations, corporations, or persons for grants or contributions of funds or property for carrying out general or

specific purposes of the Association. Such grants or contributions shall not be accepted without approval of the Executive Board.

## **Section 2: Acceptance of Grant or Contribution for Use by the Association**

When the Association is offered a grant or contribution for its use, the Executive Director/Chief Executive Officer shall notify the Executive Board for their approval. Any such offer shall be set forth in writing.

## **Section 3: Recognition for Offers**

Any form of recognition by the Association requested in return for the grant or contribution will be specified in the terms of acceptance.

## **Section 4: Gifts to Members and Employees**

Any member of the Governing Body who is offered a gift from any person, corporation, or profit organization who engages or may engage in a business transaction with the Association, because of the member's or employee's relationship with the Association, must immediately notify the Executive Board through the President, and only the Board shall be empowered to accept or approve such offers. Exception is provided for reasonably priced meals, invitations to receptions and honorary plaques, and tokens of nominal value which shall not be reported. A listing of a gift or total gifts that are approved by the Board shall be included as information on the agenda for the next Board of Directors meeting.

## **Section 5: Exclusion for Candidates**

Section 4 of Rule 3 shall not be applicable when an active member is seeking financial support to obtain an elected position on the Executive Board.

## **Section 6: Administration of Funds**

Any grant or contribution to the Association shall be credited to its general fund unless restricted for a purpose, reviewed by the Financial Review Committee and agreed to by the Executive Board.

## **Section 7: Contributions to S&P and SACOP**

Once approved by the Executive Board as required in Section 2 of this Rule, contributors to S&P and SACOP functions will only be required to have subsequent contributions for the same purposes to these Divisions approved on an annual basis.

# **Part VI: Disbursement of Funds**

## **Section 1: Request for Payment**

In order that an adequate record may be made and a proper control exercised over disbursements of funds, requests for payments shall be sent to the Executive Director/Chief Executive Officer or his or her designees for review and approval prior to the disbursement of funds.

## Section 2: Payment of Claims

Standardized forms shall be used by the Executive Director/Chief Executive Officer for use in payments of all invoices received by the Association for goods and services. Upon verification by the Executive Director/Chief Executive Officer or his or her designee that the claim is legitimate and payment for goods or services is justified, a check (or electronic method of payment) shall be prepared specifying the purpose for which payment is made and the account to which the expense will be charged. The Executive Director/Chief Executive Officer or other authorized designee shall sign the check (or authorize the electronic method of payment) and forward to the original payee. Copies of all checks, wire payments, and electronic fund transfers issued, together with all supporting documentation, shall be made available to the Vice President–Treasurer.

## Section 3: Payroll Disbursement

Payroll processing services shall be outsourced to a reputable firm with proper certifications and audits. The Executive Director/Chief Executive Officer or his or her designee shall be responsible for authorization and communication with such payroll-processing firm. All payroll reports, which reflect gross payroll, proper withholdings and deductions, and net disbursement, shall be made available to the Vice President–Treasurer for review.

## Section 4: Petty Cash Fund

Headquarters is authorized to maintain a reasonable petty cash fund for the payment of claims which are either too small or which cannot be paid through the foregoing procedures. Receipts shall be retained covering all payments out of the petty cash fund. Periodically the petty cash fund may be reimbursed by the Executive Director/Chief Executive Officer or his/her designee in conformity with the regular procedure set forth for other disbursements.

## Part VII: Accounting for Association Funds

### Section 1: Responsibility for Accounting Records

The Executive Director/Chief Executive Officer shall maintain a complete system of accounts covering all financial transactions of the Association.

### Section 2: Organization of Accounting System

The accounting system shall be maintained as to provide a systematic record of all assets, liabilities, net assets, and revenue and expenditures (budgeted and actual). For independent auditing purposes, the accounting classifications shall be consistent with generally accepted accounting principles. Any significant deviations from the budgeted amounts or material changes in the accounting system as herein prescribed shall be submitted by the Vice President–Treasurer to the Board of Directors for approval.

### Section 3: Property Inventory

An inventory shall be maintained at headquarters covering furniture, office equipment, computers, software, and other fixed assets of the Association. Such inventory listing shall be updated periodically and at least once per year.

## Section 4: Annual Audit

In addition to the periodic reviews of financial records performed by the Vice President–Treasurer, an annual audit performed by an independent certified public accounting firm shall be made as provided in Section 11 of Article 4 of the constitution.

## Section 5: The Vice President–Treasurer Shall:

1. Visit headquarters at least quarterly or as required to inspect and review the records of the Association in order to advise the Executive Board and Board of Directors regarding financial progress and the possibility of improving corporate financial performance.
2. Prescribe the form of budgeting and financial reports, subject to the approval of the Board of Directors.
3. Meet with the Executive Director/Chief Executive Officer periodically to review financial accounts and records.
4. Establish and maintain a sound accounting system.
5. Provide an investment update at each scheduled Governing Body Meeting.
6. In cooperation with the Executive Director/Chief Executive Officer, develop an ongoing financial plan.

## Part VIII: Insuring of Vice President–Treasurer and Employees

### Section 1: Insurance Policy

The Vice President–Treasurer of the Association shall be covered under a crime and fiduciary liability insurance policy to remain effective until further action by the Board of Directors. The Executive Director/Chief Executive Officer shall be covered under a similar policy. All persons in the headquarters' staff as may be designated by the Executive Director/Chief Executive Officer to handle funds will also be covered under the crime and fiduciary liability policy. The cost of the insurance will be borne by the Association; the policy will be kept in the custody of the Executive Director/Chief Executive Officer or his or her designee at IACP Headquarters.

## **RULE 4**

# **COMMITTEES**

### **Part I: Designation of Committees and Officers**

#### **Section 1: Constitutional Officers**

The constitution enumerates the officers of the Association. The Board of Directors has no power under the constitution to create any extra-constitutional offices, and it is hereby declared that no extra-constitutional offices exist. This section shall not be construed as including members of committees or other representatives designated by the Association to perform specific services or to attend meetings on behalf of the Association.

#### **Section 2: Designation of Committees**

At the first meeting of the Executive Board following each annual meeting of the Association, the committees deemed necessary to carry on the work of the Association shall be designated in addition to committees already authorized at the annual meeting of the Association. The objectives and general duties of such committees shall be specified and the members of such committees, when appointed by the President, shall be notified of their responsibilities.

#### **Section 3: Committee Work**

The President of the Association, with the assistance of the headquarters' staff, shall keep in continuous contact with the committees of the Association and shall assist such committees in the compilation of factual data, reproduction of committee reports, and such other activities as may be authorized. When requested, committees shall provide reports on their activities to the President.

#### **Section 4: Authority of Committees**

Neither the chair nor members of the committees may incur expenditures payable out of the funds of the Association unless specifically authorized by the Executive Board. Such committees may take all necessary steps for the efficient execution of their committee work, but they may take no action which is finally binding on the Association without approval of the Board of Directors.

#### **Section 5: Special Representatives**

The President of the Association may designate active members to represent the Association at any meeting or conference in which representation by the Association is appropriate and necessary, provided that whenever possible such representation shall be by an active member in the same community in which the conference is being held so that the Association is relieved of payment of the expenses of such representation.

## Section 6: Membership on Committees

1. Individuals must be an IACP member in good standing in order to serve on a committee. When forming the rosters of their Committees, Chairs are encouraged to appoint active members of the association, currently in engaged in law enforcement service to the Committee
2. An individual may not serve on more than one committee without the approval of the President except for the following:
  - a. Nominations and Election Commission
  - b. Board of Directors
  - c. Financial Review Committee
  - d. Legislative Policy Committee
  - e. Past Presidents Committee
  - f. Police Professional Standards, Ethics and Image
  - g. Resolutions Committee
  - h. Sergeant-at-Arms Committee
  - i. Strategic Planning Committee
3. International embassy representatives may serve on the following:
  - a. Narcotics and Dangerous Drugs Committee
  - b. Organized Crime Committee
  - c. Terrorism Committee
4. Each committee will have no more than thirty (30) members:

An individual may not serve as a member of the same committee for more than 3 consecutive terms without the approval of the Board of Directors.

## Section 7: Designation of Committee Chairs

Each year the President shall designate the chair of each committee of the Association. The chair, when appointed by the President, shall be notified of their responsibilities.

No member shall serve as chair of the same committee for more than 12 years without the approval of the Board of Directors.

## Section 8: Appointments to Committees

1. Appointments of members to committees, other than those specified in subsection 2 below, will be for a term of three (3) years. The President will authorize committee chairs to appoint one-third of the committee members each year whose terms are expiring and shall also authorize committee chairs to make appointments to fill vacancies occurring during that year to complete the unexpired terms of the position(s) vacant. All such appointments must be reviewed by the Oversight Board Member and approved by the President before they can be made final. The President will provide each chair with a memorandum describing the process that must be followed for committee appointments.
2. The President shall insure that all committees, other than those specified in subsection 2, have a one-third (1/3) annual rotational composition and may adjust ending dates of terms to insure proper composition of all committees.

3. If a Committee member, without good and sufficient reason as determined by the Chair, fails to attend a scheduled meeting, the Chair shall notify such member that a second absence, without good and sufficient reason, shall be deemed as a resignation from the Committee.
4. If a Committee member, without good and sufficient reason fails to attend a second, scheduled meeting, within a 12-month period, the member's resignation will be deemed to have been accepted.
5. The President may remove members for cause, subject to the approval of a majority of the Executive Board.

### **Section 9: Policy Councils**

1. In order to facilitate communication, cooperation, and coordination between committees. Each committee will be assigned to a Policy Council that addresses related aspects of policing. Each Policy Council will be chaired by a member of the IACP Executive Board. Policy Councils may be established, and their member committees and task forces assigned, with the approval of the Executive Board.
2. The Policy Councils will, on an annual basis, develop a statement of goals and objectives for the Policy Council, and its component parts, which is consistent with the IACP Strategic Plan.
3. The following are designated as subcommittees of the Board of Directors and the President shall provide oversight. These committees will not be placed in a Policy Council:
  - Nominations and Election Commission
  - Financial Review Committee
  - Legislative Policy Committee
  - Past Presidents Committee
  - Resolutions Committee
  - Constitution & Rules Committee

### **Section 10: Designations and Jurisdictions of Standing Committees**

1. **Arson and Explosives Committee.** This committee shall study, consider, and determine the various methods and means by which crimes involving arson and explosives are committed; survey, investigate, and evaluate the techniques and methods employed by police agencies in solving and reducing the incidence of these crimes; and report to this Association for dissemination to all police agencies all pertinent information and recommendations which will assist them in combating these major crimes.
2. **Aviation Committee.** This committee is to provide guidance to the IACP in all matters relating to the use of police aircraft; enhance cooperation and the sharing of information between agencies who use aircraft and those exploring the possibility of starting an aviation operation; sponsor police aviation management training; and publish articles to assist in the understanding of the benefits, costs and complexities of aviation management.



3. **Civil Law Enforcement/Military Cooperation Committee.** This committee facilitates cooperation and support between the civil law enforcement community and the military. This committee fosters a closer relationship so that both can take advantage of the other's values, skills, knowledge, training, equipment, technologies, and other resources for the benefit of the communities they serve.
4. **Human and Civil Rights Committee.** This committee shall study, consider and determine those programs, policies and initiatives that will enhance law enforcement's role in strengthening and protecting the civil rights of all people. The committee will work to set professional standards for civil rights policy and will develop a clearinghouse of information for police agencies seeking to implement programs to increase efforts designed to safeguard civil rights.
5. **Communications and Technology Committee.** This committee shall act as a liaison agency for this Association with the governmental agencies of the United States and other nations represented in this Association and with other public, civic, and industrial agencies whose facilities are devoted to the development of science and technology and use of modern communication systems; keep abreast of, and fully informed on, all developments relating to the science of communications and other technologies and its practical use in police service; and report to this Association as frequently as is necessary for dissemination to all police agencies all pertinent information and recommendations which will advance and assist in the application of such technology in police service.
6. **Community Policing Committee.** This committee shall study community policing strategies and operations. It shall work to define community policing and create a standardized criteria for agencies employing it; formulate model policies and procedures for community police operations; sponsor, evaluate and publish community-oriented policing research; coordinate and distribute literature and other community police resource and reference materials; develop and distribute community policing training curriculum and other learning materials for all levels of police personnel; compile a network of professional law enforcement and academic experts and contact persons on community policing; identify, reward and portray as models agencies that have successfully implemented community-policing programs; and establish links with non-law enforcement social and human service agencies toward enhanced communication, training and mutual problem solving.
7. **Crime Prevention Committee.** This committee shall investigate and study all conditions and situations which induce and encourage crime, develop antisocial attitudes, foster civil disturbances, and contribute to juvenile delinquency generally; consider, evaluate, and determine to what extent crime prevention may be accomplished by action of the community as a whole and by the police particularly; develop techniques and methods for the interchange of information and ideas relating to crime prevention between police agencies; and report to this Association for dissemination to all police agencies all pertinent information and recommendations relating to practical crime prevention programs and legislation which will assist them in establishing effective programs within their jurisdictions.

8. **Criminal Justice Information System Committee.** This committee shall act as the official liaison agency of this Association with the Federal Bureau of Investigation in all matters relating to the gathering and publishing of crime statistics in the United States; and shall address issues relating to the National Crime Information Center (NCIC), the Integrated Automated Fingerprint Identification System, the National Incident Based Reporting System (NIBRS), and other related activities.
9. **Education and Training Committee.** This committee shall provide adequate organization and an opportunity for members of this Association concerned with education and training to conduct meetings; transact the necessary business, discussions, research, evaluations, and determinations of police education and training matters of mutual interest; to promote a more intimate and meaningful relationship between the police executive and the police educator; to assist this Association with coordinated and cooperative effort in the implementation of the mutual objectives of effective police education and training, promotion of adequate police educational programs and the achievement of an accepted professional status of the police service; and to promote other essential mutual interests, assistance, professional standards, and relationships among police educators. Committee members may be comprised of individuals employed by a public law enforcement training agency.
10. **Environmental Crime Committee.** This committee shall develop programs aimed at raising the awareness of law enforcement executives regarding crime and the environment. The committee shall study, consider and determine the full range of environmental issues that surface for law enforcement agencies and shall recommend policies, service programs and training curricula that will assist police executives meet the demands and requirements made of them by environmental laws. The committee also shall develop leadership strategies for police executives to employ in their communities to achieve clean, healthy, and safe environments.
11. **Firearms Committee.** This committee shall study, consider, and determine the various methods and means by which crimes involving firearms are committed, including the make and type of firearm most often employed; survey, investigate, and evaluate the techniques and methods employed by police agencies in solving and reducing the incidence of these crimes, report to this Association for dissemination to all police agencies all pertinent information and recommendations which will assist them in combating these major crimes; and advise the Association on matters pertaining to the use, availability, and ownership of firearms.
12. **Highway Safety Committee.** This committee shall study, consider, and evaluate all matters pertaining to policies, practices, standards, and rates of state and municipal policy organizations relating to traffic accident investigation, traffic records, traffic patrol, traffic law enforcement, organization and administration, and other highway safety functions which may be responsibilities of the membership of the Association; report to this Association for dissemination to its members and interested agencies, information and recommendations for the improvement of police traffic management and the promotion of highway safety; make recommendations to the Traffic Institute of Northwestern University relating to its traffic police training programs; and make recommendations to the Association and

other interested organizations and agencies of needed research projects essential to optimum highway safety programs by police agencies.

13. **Juvenile Justice Committee.** The objective of this committee is to work toward improved communication and innovation within the juvenile justice system, with the goal that law enforcement will benefit from a reduction in juvenile delinquency and, eventually, adult crime.
14. **Narcotics and Dangerous Drugs Committee.** This committee shall act as the official liaison agency for this Association with federal, state, and local agencies charged with the enforcement of the narcotics and dangerous drugs statutes; keep abreast of and fully informed on all developments relating to narcotics and dangerous drugs abuse; and shall make recommendations to the Association which will assist in combating crime relating hereto.
15. **Transnational Crime Committee.** This committee shall study organized crime, its effects on society, its operations, and methods of combating it.
16. **Past Presidents Committee.** This committee is comprised of past elected presidents of the Association who shall meet and discuss law enforcement issues, giving the current governing body the benefit of their expertise. Each year the President will appoint a Committee Chairman. Past elected treasurers and past honorary presidents may be invited to serve as ex officio members by the committee. The Executive Director/Chief Executive Officer shall serve as an ex-officio member of the committee.
17. **Patrol and Tactical Operations Committee.** This committee shall survey, evaluate, and report on existing and experimental patrol and special operations strategies and tactics found to be particularly effective. Special operations include special weapons and tactics activities, hostage negotiations, bomb disposal, riot control, disaster coverage, VIP protection, and special events coverage. This committee shall also act as the official liaison agency of this Association with the civil defense agencies and other emergency services in the United States and other nations represented in this Association; represent this Association in its relationship with all other public and civic agencies interested or working directly in the field of civil defense and the handling of local disasters; keep fully abreast of and fully informed on the programming and activities of said civil defense and local disaster planning agencies; advise and counsel with those agencies concerning general participation of state and local police agencies in civil defense and local disaster programs; and report to this Association as frequently as is necessary for dissemination to its members and all police agencies in the United States pertinent information and recommendations which will advance and assist police cooperation in national and local emergencies.
18. **Police Administration Committee.** This committee shall assess the state of police management and organization; identify major police management and organizational problems and needs; survey new and advanced public and private sector organizational and management practices; evaluate the degree to which these concepts can be introduced to improve the management and organization of police agencies; and report all pertinent findings and recommendations to this Association for dissemination to police agencies.

19. **Police Professional Standards, Ethics, and Image Committee.** This committee will be responsible for providing guidance to the association on all matters affecting professional standards for law enforcement to include assisting headquarters staff in serving as a clearinghouse on standards-related matters; developing white papers on law enforcement standards and practices; and working with staff as it prepares project Response documents. This committee shall also have the responsibility for advising the Association on current issues involving police ethics and integrity; create a means for police executives to have an ongoing examination of the state of ethics in law enforcement; develop a mechanism to create, review, and develop training in the area of ethics and integrity; and provide a mechanism to promote the image of police officers and agencies in order to achieve the highest possible professional standards.
20. **Police Investigative Operations Committee.** This committee shall develop guidelines and strategies for improving coordination, cooperation, and exchange of information between and among local and state police investigators and investigators of other agencies who may have concurrent investigative jurisdictions or who can otherwise support local and state investigators, including railroad police, port police, airport security, university and college law enforcement agencies, and private security agencies. The committee shall submit guidelines and recommendations to this Association for dissemination to local and state police agencies and to investigators and investigative agencies with whom and which increased coordination and cooperation is sought.
21. **Private Sector Liaison Committee.** This committee is composed of representative members from all facets of the private security sector and the law enforcement community. The role of the committee is to strive to improve the relationship between the private sector and public sector by the discussion and dissemination of meaningful data on a continuing basis.
22. **Resolutions Committee.** This committee shall accept and consider resolutions submitted and make a recommendation on each resolution to the membership. This committee shall make its report at a business meeting of the annual conference. The committee shall be chaired by the Third Vice President. The Fourth Vice President shall serve as Co-Chair. The remaining committee members shall be the IACP Vice Presidents at Large and the Vice Chairs of the Association's Divisions.
23. **Terrorism Committee.** This committee shall carefully analyze the problem of terrorism and its implications for the law enforcement community, both domestically and internationally. The committee shall examine and evaluate policies, guidelines, and response capabilities of local law enforcement and the federal government to respond to the terrorist threat. The committee shall review existing levels of cooperation among the various law enforcement agencies, including cooperation at the domestic, international, bilateral and multilateral level, in areas such as information exchange, training, and technical assistance. The committee shall report all pertinent findings and make recommendations to this Association for dissemination to police agencies and shall work toward the enhancement of preventive and response cooperation throughout the world. The Terrorism Committee shall consist of no more than thirty-five (35) members which will comprise a subcommittee of no more than five (5) of its members that will

concentrate on providing support to any community that is in need of assistance in developing security plans for special, high visibility, international events such as the Olympic games.

24. **Torch Run Committee.** This committee shall be responsible for overseeing the establishment and continuation of a program to raise money for and increase awareness of Special Olympics. The committee shall explore ways and means to promote the program within the law enforcement community internationally while ensuring that the IACP's association with the program is professional.
25. **Vehicle Crimes Committee.** This committee shall study, consider, and determine the various methods and means of vehicle related crime. For the purpose of these objectives, the term "vehicle" shall include highway transport vehicles, off-highway recreational vehicles, boats, industrial and farm equipment, aircraft, and all other forms of transportation not included herein.
26. **Victim Services Committee.** This objective of this committee is to work toward the improvement of services and treatment for crime victims. The committee shall develop training curricula for law enforcement agencies in the overall provision of victim services and the implementation of police-based victim services units. It also shall develop training strategies for law enforcement officers that will raise their awareness of, and sensitization to, victims' issues. The committee shall recognize the constant exposure of law enforcement officers to violent incidents, thereby making police officers secondary victims themselves, and will develop programs and policies that will help police executives understand and respond to this type of victimization. The committee shall monitor legislation supporting victims' rights, and develop public and police awareness campaigns that support the rights of crime victims. (10-10-91)
27. **Homeland Security Committee.** This committee shall act as the official liaison agency of this Association and the U.S. Department of Homeland Security on all matters related to the Department's mission. It shall provide the law enforcement perspective on relevant strategies and initiatives that are being planned and undertaken by the Department. The committee also shall study, consider and evaluate all matters pertaining to homeland security policies, practices and programs which may be the responsibility of members of the Association and shall make recommendations to the Association which will assist in improving homeland security efforts. The Homeland Security Committee shall consist of no more than forty (40) members.
28. **Forensics Committee.** This committee shall serve to advise members of the IACP with respect to matters concerning forensic science, including medical examiners/coroners. The committee shall keep abreast of the latest developments in forensic science and methodologies in order to assist police chiefs and administrators in formulating strategies that will provide optimum delivery of all forensic services to the criminal justice system through the forensic laboratories and other forensic science delivery units, including those administered by IACP members. The committee shall study the range of forensic services available to the criminal justice system with a view toward providing the most efficient delivery of those services and assisting forensic laboratories by providing information regarding law enforcement needs with different jurisdictions. The committee should

continue to advocate for continuous quality improvement as a primary factor in the management of all forensic sciences providers.

29. **Research Advisory Committee.** This committee shall provide input, advice, and direction to the association, law enforcement practitioners, law enforcement researchers, university based researchers, and the criminal justice system on all aspects of law enforcement policy research and evaluation. The committee will work toward the goal of establishing and sustaining effective research partnerships among law enforcement agencies and university based researchers; identify examples of partnerships that conclusively demonstrate the importance of such partnerships; aid in the preparation of intermittent reports to the field on law enforcement/university research partnerships, findings, and implications for the field; support and/or help design educational sessions at IACP and other conferences on law enforcement research findings and impact; and support research and underway by the U.S. Department of Justice, particularly the National Institute of Justice, through input, advice and the annual research agenda.

### Section 11: Committee Goals and Objectives

Each Committee working in conjunction with their oversight Board member, shall develop a work plan that is consistent with the goals and objectives of their assigned Policy Council. A copy of this work plan shall be submitted to the Policy Council Chair for review and approval.

### Section 12: Establishment of Coordination Panels

In order to facilitate cooperation and communication and consistency among committees working on areas of mutual concern, the President may, with the advice and consent of Executive Board, establish Coordination Panels consisting of the Chairs of the relevant committees, sections and other members of the Association.

### Section 13: Responsibilities of Committee Chairs

As the leaders of the IACP, Committee Chairs expected to play a key role in promoting the work of the association as well as highlighting the value of IACP membership to others. These responsibilities include:

1. Advancing the policy priorities of the association
  - a. Meeting with key policy makers (federal, state, local, tribal); testifying before various policy bodies, representing IACP in the media
2. Serving as a representative of IACP at various meetings
  - a. This includes state association meetings, advisory panels, conferences, section and divisional meetings
3. Promoting the benefits of IACP membership to potential members
  - a. Assisting IACP in identifying and contacting potential members
  - b. Notifying IACP of retiring chiefs and new appointments
4. Promoting IACP sponsored training sessions and events
5. Promoting IACP Executives Services
6. Encouraging submissions to *The Police Chief Magazine*



## RULE 5

# DIVISION OF STATE AND PROVINCIAL POLICE

### Section 1: Policy and Objectives

The objects of the division shall be those described in Article 1, Section 2, of the constitution but with special application to the particular and distinctive needs and interests of state and provincial police organizations. Within the meaning of this rule, state and provincial police shall include general police (agencies which have both highway patrol and criminal investigation responsibilities) and highway patrol forces in the service of state and provincial governments, or other sovereign governments exercising jurisdiction over territories within the United States or Canada.

### Section 2: Membership

1. Any member of a state or provincial police agency, as defined in Section 1, above, and who is an active IACP member (Article 2, Section 2), shall be eligible for membership in this division.
2. Members of the division may be admitted by vote at any annual meeting thereof upon the recommendation of the division's Committee on Admissions. The Committee on Admissions shall not recommend for membership in the division any person who does not, or whose agency does not, in all respects meet the qualifications specified in this rule, or whose interests or needs are not compatible with those of the division.
3. All former division members who remain IACP members shall be eligible to participate in division activities and enjoy the privileges of the floor, but will not be eligible to vote or hold office in the division.

### Section 3: Voting

All members of the division shall enjoy the privilege of the floor, but only active and life members of the Association who have been admitted to membership in the division, who are actually and officially engaged in state or provincial police administration, and who are the executive heads of state or provincial forces, pursuant to Section 2 of this rule, or the duly appointed representative of such executive head, shall be qualified to vote at annual, midyear, special, and regional meetings of the division, but no state or province shall receive more than one vote. In the event that any state or province is represented by more than one executive head, the single vote of such state or province may be apportioned accordingly, and fractional votes shall be cast in the same manner as any other vote in the division. Where the executive head or a duly appointed representative shall not be able to attend any annual, special, or regional meeting of the division, the executive head may cast a vote by delivering a written proxy to any voting member of the division.

**Section 4: General Officers and Election**

1. The general officers of the division shall be comprised of a General Chair, a First Vice Chair, a Second Vice Chair, and a Secretary-Treasurer. They shall be elected biennially during annual meetings of the division by plurality vote of qualified voting members. They shall serve for a two-year term and until their successors have been elected and qualified in accordance with the procedures set forth herein.
2. In the event of the inability of the General Chair, First Vice Chair, or the Second Vice Chair to serve the complete terms (2 years) to which they were elected, the next ranking Chair will automatically be elevated into that vacated position to complete the remainder of the vacated term.

The General Chair may, in concert with the Executive Committee, appoint a member in an acting capacity to fill the last chair left vacated by this process, until a special election can be held at the next meeting of the S&P Division.

In the event that more than one of the general officers vacates their elected position(s) at the same time, a special election may immediately be conducted; the S&P Executive Committee determining the process.

This process will not in any way alter the cycle of elections of general officers every two years.

**Section 5: Executive Committee**

There shall be an Executive Committee composed of:

1. The General Chair; the First and Second Vice Chairs; all Past Presidents of the IACP who are members of the Division of State and Provincial Police and currently active in police work; all Past General Chairs of the Division of State and Provincial Police who are currently active in police work; two appointed members of the Division of State and Provincial Police, one of whom shall be a member of a police force serving a province of Canada; the division Secretary-Treasurer; the four Regional Chairs; and nonvoting members including the Division Legal Advisor; the Chairman of the Retired Officers Section; and the Advisor-at-Large.

The General Chair shall announce the Executive Committee appointments during the business session of the Division of State and Provincial Police. Regional Chairs, elected as prescribed in Section 6, will assume their position on the Executive Committee at that time.

2. The Executive Committee shall:
  - a. Be the governing body of the division and shall have the authority to take appropriate action in the establishment of division policy and to perform all other duties necessary to the accomplishment of division objectives not inconsistent with this constitution.
  - b. Prepare and promulgate an administrative guide.
  - c. Approve the annual budget before submission to the Executive Committee of the Association.
  - d. Meet annually prior to the annual meeting of the division to make determinations in matters of policy and advising the division director and General Chair with respect to these determinations.



- e. Meet at the call of the General Chair at times other than the annual meeting when the business of the division so demands. On demand of three (3) members of the Executive Committee, the General Chair shall call a meeting of the Executive Committee.
- f. Advise and consent with the Executive Director/Chief Executive Officer on the appointment of a director of the division.

## Section 6: Regional Officers

Regional Chairs for the Mountain Pacific, North Atlantic, North Central, and Southern regions shall be elected biennially at the respective regional or special meetings. They shall begin their tenure during the business session of the annual meeting of the Division of State and Provincial Police following their election, and shall serve during the elective term of the General Chair and until their successors have been installed.

## Section 7: Qualifications of Officers

The officers of the division who hold any of the offices prescribed in Sections 4 and 5 of this rule, with the exception of the Secretary-Treasurer, shall be, at the time of their nomination, election, or appointment, voting members of the division who are presently the executive heads of state or provincial forces. A state or province may have one or more members of the division who are the executive heads of police forces therein, but the ultimate determination as to the status of an individual or an agency shall be made by the Executive Committee of this division. No officer whose tenure as the executive head of a state or provincial force has been terminated may continue in office for the duration of a term.

All other officers of this division shall be at the time of their nomination, election, or appointment, active and life members of the Association, who have been admitted to membership in the Association, who have been admitted to membership in this division, and who are regularly engaged in state or provincial police administration.

## Section 8: Other Officers

One or more advisors may be appointed by the General Chair and serve during a term of office. Other officers and aides may be authorized from time to time by vote at the annual or special meeting of the division, and shall be appointed by the General Chair.

## Section 9: Duties of Officers

1. General Chair. The General Chair shall be chair of the Executive Committee, shall preside at all Executive Committee meetings, and shall also preside at the annual and special meetings of the division. The General Chair shall be the spokesperson for the Executive Committee and shall act as liaison between the division membership and the Association and shall represent the division on the Board of Directors and Executive Board.

It shall be the duty of the General Chair, with the assistance of the Executive Committee of the division, in matters of policy and procedure to bring about the uniform operation and administration of divisional matters.

The General Chair shall appoint members of standing committees and may appoint special committees and their membership as deemed necessary.

2. First Vice Chair. First Vice Chair shall serve as the chairperson of the Standing Admissions, Resolutions, and Nominations Committees.
3. Second Vice-Chair shall serve as Parliamentarian, as Sergeant-At-Arms, and shall have oversight of the State and Provincial Police Planning Officers Section (SPPPO) and the State and Provincial Police Academy Directors Section (SPPADS).
4. Secretary/Treasurer. The Secretary-Treasurer shall, with the assistance of the Division Staff, notify the membership of all meetings and maintain minutes of all meetings assist the General Chair with communications to the members and maintain the records of the Division; maintain a membership directory and assist in determining the eligibility of members to vote and participate in meetings.
5. As Treasurer, the officer shall, with the assistance of the State and Provincial Director review the Division budget and expenses; report the financial status to the membership at general meetings and advise the General Chair and the S&P Executive Committee as to financial matters.
6. Regional Chairs. Regional Chairs shall preside over the regional meetings of the division and shall perform such other duties as may be prescribed by this rule or by the General Chair.
7. Advisors. The Advisor shall perform such duties as may be prescribed from time to time by the General Chair or by the division.

## Section 10: Tenure

The status of any person appointed as a member of the Executive Committee and of any general officer shall terminate sixty (60) days after retirement or separation for any reason from regular and active police service. Vacancies in the appointive memberships of the committee may be filled by appointment for the unexpired terms by the General Chair. Vacancies in the general officers positions may be filled in keeping with Section 4, paragraph (b).

## Section 11: Director

1. The Division of State and Provincial police shall have a director appointed by the Executive Director/Chief Executive Officer of the Association. Such appointments will be made in consultation with the IACP President and persons so appointed shall serve at the pleasure of the Executive Director/Chief Executive Officer.
2. The Director shall direct and administer the affairs of the division in accordance with those policies promulgated by the Executive Committee of the division and with the constitution of the Association. The Director will represent the division in matters of particular and distinct interest to state and provincial police organizations, and shall provide guidance and direction to other divisions of the Association when they are performing functions relating to matters of interest to state and provincial police organizations.
3. The Director shall attend selected meetings of the Board of Directors and the Executive Board of the Association for the purpose of advising on the activities of the division.

4. The Director shall have the authority and responsibility for the employment, efficiency, and discharge of employees of the division, with the approval of the Executive Director/Chief Executive Officer.

## Section 12: Committees

1. Qualifications for Committee Membership. Any voting member of the division may be appointed to a standing or special committee of the division.
2. Standing Committees. Standing committees shall consist of not less than three (3) members. They shall report in accordance with the provisions of this rule and such other times as may be required by the General Chair or Executive Committee of the division. Standing committees of the division shall include:
  - a. Committee on Admissions. The Committee on Admissions, at assembled meetings of its membership held in conjunction with the annual or midyear meetings of the division, shall determine the qualifications of applicants for membership and report at the annual or midyear meetings of the division. All applications for membership shall be submitted in first instance to the Committee on Admissions.
  - b. Committee on Nominations. The Committee on Nominations, at assembled meetings of its membership held in conjunction with the annual or midyear meetings of the division, shall prepare its recommendations for officers of the division as prescribed in Section 3 of this rule, and report at the annual meeting thereon. Nominations may be made for these offices and moved for action by any voting division member from the floor, in addition to those made by the Committee on Nominations.
  - c. Committee on Resolutions. The Committee on Resolutions, at assembled meetings of its membership held in conjunction with the annual or midyear meetings of the division, shall review all formal motions declaratory of the policies of the division and report its recommendations at the annual meeting of the division.
3. The Executive Committee of the division may create additional standing committees as needed.
4. Special Committees. Special committees may be established at the direction of the division membership upon appropriate motion, or by the Executive Committee of the division or the General Chair. Each special committee shall report to whomever was responsible for its creation. Determination of the size and composition of such committees may be determined by those who establish such committees. When any special committee shall have performed the duties entrusted to it, the committee shall be discharged.
5. Recommendations Subject to Debate. Recommendations of all standing committees, and by special committees established by direction of the division membership, shall be subject to debate and vote by the division membership.

### Section 13: State and Provincial Police Planning Officers Section

1. Functions. This section has been established to:
  - a. Facilitate the exchange of planning information and experiences among its member agencies.
  - b. Provide a central index of completed staff studies and a source of assistance for dealing with unique departmental problems.
  - c. Encourage the establishment of the planning function within state and provincial law enforcement agencies.
2. Bylaws. This section shall operate under bylaws as currently established and approved by the Executive Committee of the Division of State and Provincial Police which are herein incorporated by reference. The bylaws may be amended at any annual meeting upon a two-thirds majority vote of section members in attendance. Any amendment approved by the section members shall be subject to the affirmation of the Executive Committee of the Division of State and Provincial Police prior to final adoption.

### Section 14: State and Provincial Police Academy Directors Section

1. Objectives. This section has been established to meet the following objectives:
  - The creation and/or sponsoring of activities intended to advance the principles and competency of professional law enforcement instructors.
  - The exchange of ideas, plans, and methods between section members and other persons or organizations interested in achieving competency in law enforcement training.
  - The development of ideas, plans, and methodology relating to the science of instructional technology.
  - The dissemination of research data and information based on practical experience.
  - The recognition of members and individuals comprising the law enforcement training community.
  - The providing of assistance to those persons and/or organizations interested in the attainment of the goals and objectives of this organization.
2. Bylaws. This section shall operate under bylaws as currently established and approved by the Executive Committee of the Division of State and Provincial Police which are herein incorporated by reference. The bylaws may be amended at any annual meeting upon a two-thirds majority vote of section members in attendance. Any amendment approved by the section members shall be subject to the affirmation of the Executive Committee of the Division of State and Provincial Police prior to final adoption.

## Section 15: State and Provincial Police Retired Officers Section

1. Objectives. This section has been established to meet the following objectives:
  - a. Improve the social involvement for both the retirees and their spouses.
  - b. Provide the State and Provincial Division with a ready source of knowledge and experience and a "Registry of Availability" that could result in members performing advisory and assessment type functions.
  - c. Provide organized influence on local and national issues that involve both the retirees and their agencies, such as health care and social security.
2. Bylaws. This section shall operate under bylaws as established and approved by the Executive Committee of the Division of State and Provincial Police which are herein incorporated by reference. The Bylaws may be amended at any annual meeting upon a two-thirds majority vote of section members in attendance. Any amendment approved by the section members shall be subject to the affirmation of the Executive Committee of the Division of State and Provincial Police prior to final adoption.

## Section 16: Meetings

An annual meeting of the division shall be held in conjunction with each annual meeting of the Association. Special meetings of the Division may be called by the General Chair and must be called on the petition of members of the division representing twelve state and/or provincial police jurisdictions. Due notice of all meetings shall be given to members of the division and the call for a special meeting shall clearly indicate the exclusive subjects for consideration thereat. A quorum at any meeting of the division shall consist of voting members from at least twelve state and/or provincial forces who are present in person. The order of business for each annual meeting shall include reports by the General Chair, which shall include a record of the division's Executive Committee action since the last annual meeting, the Vice Chairs and Regional Chairs, the Secretary-Treasurer, and such standing and special committees of the division as have proceedings to report. The election and installation of officers shall follow. The division may by vote determine whether any session shall be open or restricted to the voting membership, and its determination shall be final.

## Section 17: Amendments

This rule may be amended at any annual or special meeting provided a two-week notice of intention to move an amendment shall be given. Such notice of intention shall be delivered by a voting member to the General Chair and Secretary-Treasurer at least three weeks before such meeting, and the Secretary-Treasurer shall be responsible for advising the membership thereof within the time herein prescribed. Before any amendment shall take effect, it shall be approved by the Board of Directors of this Association as provided by the constitution.

## Section 18: Budget Procedure

The director of the Division of State and Provincial Police shall prepare a budget annually for the ensuing year not later than August 15. Such budget shall set forth anticipated income and expenditures for the ensuing year. Upon approval of the Executive Committee of the division it shall then be submitted to the Executive Director/Chief Executive Officer for the inclusion in the general budget of the Association for approval of the Board of Directors of the Association.

### **Section 19: Custody and Disbursement of Funds**

Any funds received by this division for the purpose of organizing, developing, and promoting of state and provincial programs shall be deposited by the Executive Director/Chief Executive Officer in a special fund of the Association in a manner to be prescribed by the Secretary-Treasurer of the Association. All disbursements shall be made only upon the specific approval of the director and the Executive Director/Chief Executive Officer in accordance with the approved budget.

### **Section 20: Solicitation of Funds**

The director of the division may solicit funds for the support of the division and its programs in the name of the division upon the express approval of the Executive Committee of the division and the concurrence of the Executive Director/Chief Executive Officer.

## RULE 6

# DIVISION OF STATE ASSOCIATIONS OF CHIEFS OF POLICE

### Section 1: Purpose of the Division

The Division of State Associations of Chiefs of Police (SACOP) shall be established and operated in accordance with the IACP constitution, rules, and objectives, and as an integral part of the Association. SACOP shall serve as a coordinating body between the separate state associations of chiefs of police and the membership of the Association not holding membership in such separate state associations. It shall be the responsibility of SACOP, through its officers, to disseminate the views and needs of the membership of the state associations to balance the Association membership in such matters as suppression of crime, officer safety and wellness, police equipment, highway safety management, communications systems, training, legislative issues and IACP resolutions/model policies, and other such matters as may become apparent and necessary from time to time.

### Section 2: Membership

1. Active Membership in SACOP shall be open to all active members of the International Association of Chiefs of Police (IACP) in good standing who are currently serving as SACOP Representative or President of their State Association of Chiefs of Police. Active membership in this division shall also be open to the Executive Directors of State Associations, who are members in good standing of the IACP.
2. Affiliate Membership in SACOP shall be open to all active or associate members of the IACP who serve as the Chief Executive of multi-state, regional, or local chiefs associations, or who are members of the SACOP Smaller Department Section. Affiliate members shall have the privileges of active membership except that of holding office and voting.

### Section 3: Membership Dues

1. Active Membership: Annual dues shall be Five Hundred Dollars (\$500.00) per state unless changed by vote of the SACOP membership. These dues shall cover the individuals listed in Section 2(a).
2. Affiliate membership: Annual dues shall be set by vote of the SACOP membership.

## Section 4: SACOP General Officers

1. The General Officers of SACOP shall consist of a General Chair, Vice Chair, Immediate Past General Chair, Secretary/Treasurer, and four (4) Regional Chairs.
  - a. The General Chair shall be the presiding officer at all SACOP meetings, represent the SACOP Division in all official matters, appoint all officers not elected, appoint standing and special committees, fill all vacancies for the remainder of the term of office, and supervise all subcommittees.
  - b. The Vice Chair shall assist, advise, and consult with the General Chair and with the Regional Chairs. In the absence of the General Chair, the Vice Chair shall preside.
  - c. The Immediate Past General Chair shall assist and advise the General Chair and the Vice Chair. In the absence of the General Chair and the Vice Chair, the Immediate Past General Chair shall preside.
  - d. The Regional Chairs shall direct and give leadership to activities within their respective regions.
  - e. The Secretary/Treasurer shall, with the assistance of SACOP staff, maintain minutes of all meetings and assist the General Chair with communications to the members and maintain the records of the SACOP Division; coordinate/oversee an annually-updated membership directory (by the SACOP annual meeting); and, assume the role of SACOP Parliamentarian in their absence or vacancy. The Secretary/Treasurer shall serve in advisory role regarding the SACOP budget and expenses, report the financial status to the membership at the annual and midyear meetings, and advise the General Chair and the SACOP Executive Committee as to financial matters.
2. Terms of Office
  - a. The General Chair and the Vice Chair shall each serve for two years. At the conclusion of that term, the Vice Chair shall ascend automatically to the position of General Chair, and the General Chair shall automatically become Immediate Past General Chair. The Regional Chair shall ascend automatically to the Vice Chair on a rotational basis from one of the four regions, in the following order: South, North Central, Mountain Pacific and North Atlantic.
  - b. The Secretary/Treasurer shall serve for a period of two years and will be elected by the General Membership every two years at the SACOP Annual Meeting of the SACOP Division. The Secretary/Treasurer shall not serve more than 2 full terms.
  - c. The Regional Chairs shall be elected by the general membership at the Annual Meeting. They shall serve in that capacity until such time as they assume the position of Vice Chair, or until the position is vacated.
  - d. Each year at the SACOP Annual Meeting all officers listed in Section 4(a), with the exception of the Immediate Past General Chair, must certify that they continue to meet the eligibility requirements set forth in this Rule.
3. The General Chair may, at their discretion, appoint a Sergeant-at-Arms, who shall not have voting powers on the Executive Committee. The Sergeant-at-Arms will assist in maintaining order during all SACOP meetings, including those of the Executive Committee, along with other duties as assigned by the General Chair.



4. The General Chair may, at their discretion, appoint a Parliamentarian, who shall not have voting powers on the Executive Committee. The Parliamentarian will advise the General Chair in matters of parliamentary procedure during all SACOP meetings, including those of the Executive Committee, and will conduct the annual certification of all officers listed in Section 4(a) and 4(b) of this Rule, along with other duties as assigned by the General Chair.

## Section 5: SACOP Executive Committee:

1. There shall be a SACOP Executive Committee composed of both voting and non-voting members.
  - a. The voting members shall include all of the SACOP General Officers identified in Section 4(a) of this Rule, and the Chair of the Executive Directors Committee, the Chair of the SafeShield Committee, and the Chair of the Smaller Department Section.
  - b. The non-voting members of the Executive Committee shall include the Regional Vice Chairs, the SACOP Parliamentarian, the SACOP Sergeant-at-Arms, and all past General Chairs who are currently engaged in active police service—with the exception of the Immediate Past General Chair.
    - i. At the recommendation of the General Chair, the Executive Committee can appoint other SACOP members to serve on, and meet with, the Executive Committee in a non-voting, advisory role.
2. The Executive Committee shall:
  - a. Be the governing body of SACOP and shall have the authority to take appropriate action in the establishment of SACOP policy and to perform all other duties necessary to the accomplishment of SACOP objectives not inconsistent with this constitution.
  - b. Meet prior to the SACOP annual and midyear meeting to make determinations in matters of policy and advising the SACOP staff and the General Chair with respect to these determinations.
  - c. Meet at the request of the General Chair at times other than the annual and midyear meetings when SACOP business so demands. On request of five (5) members of the Executive Committee, the General Chair shall call a meeting of the Executive Committee. Meetings can be held either in person or via electronic means.
  - d. Advise and provide the IACP Executive Director with input on the appointment of the IACP Director identified in Section 8(a) of this Rule.

## Section 6: Nominations and Elections

1. The General Chair may, if necessary, appoint a Committee on Nominations consisting of no fewer than three active members of SACOP.
2. The Committee on Nominations may meet, during the annual or midyear conference but prior to the annual SACOP meeting, to select for presentation to the membership of the division at the SACOP annual meeting, nominees for general officers. In addition to the nominations by the committee, any voting SACOP member may submit a nomination from the floor at the annual or midyear meeting and move for action by the membership. Each of the general officers, in addition

to being a chief executive as provided above, must represent a different one of the four regions of SACOP. No two (2) general officers (with the exception of the General Chair, Vice General Chair and Secretary/Treasurer) can be from any one region.

3. The Committee on Nominations shall, for the purpose of electing the general officers, assure the membership that proper representation by the nominees is divided continuously into four regions as follows:
  - a. **Mountain Pacific** (Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, and Wyoming);
  - b. **North Atlantic** (Connecticut, Delaware, Maine, Maryland, New Hampshire, Massachusetts, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, Washington, D.C.;
  - c. **South** (Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, North Carolina, Oklahoma, South Carolina, Tennessee, Texas, Virginia, and West Virginia); and,
  - d. **North Central** (Illinois, Indiana, Iowa, Kansas, Kentucky, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, and Wisconsin).
4. The General Chair, Vice Chair, and Secretary/Treasurer shall be elected by a majority of those present and voting at the annual meeting, provided a quorum, as defined in Section 10(d) of this Rule, is present.
5. Regional Chairs will be nominated from a state within their region and shall be elected by the general membership at the annual meeting. They shall serve in that capacity until such time as they assume the position of Vice Chair, or until the position is vacated. Each region shall elect a Vice Regional Chair, who will serve as the Acting Regional Chair in the event of a vacated office. A new Regional Chair shall be elected at the first business meeting held after the office has been vacated, at either the annual or midyear meetings.
6. SACOP members who hold any offices described in Section 4 of this Rule, shall be, at the time of their nomination, election, or appointment, voting members of SACOP who are presently engaged in regular and active police service as the Chief Executive Officers of their law enforcement agency.
7. The term of any of the general officers, except the Immediate Past General Chair, shall automatically terminate 60 days after retirement, resignation, demotion as chief executive, or separation for any reason from regular and active police service.
8. Should, at any time, the office of General Chair become vacant, the Vice General Chair will serve as Acting General Chair until the next business meeting, at which time it will be declared vacant and subject to election. Only members from the same region as the vacated General Chair are eligible for election to the unexpired term.
9. Should, at any time, the office of Vice General Chair become vacant, the Regional Chair from the same region will serve as Acting Vice General Chair until the next business meeting, at which time it will be declared vacant and subject to election. Only members from the same region as the vacated Vice General Chair are eligible for election to the unexpired term.
10. Should, at any time, the office of Secretary/Treasurer become vacant, the Vice General Chair will assume the duties of the Secretary/Treasurer until the next business meeting, at which time it will be declared vacant and subject to election.

Any active SACOP who meet the qualification for the position are eligible for election to the unexpired term.

11. Should, at any time, a Regional Chair office become vacant, the Vice Regional Chair will serve as the Acting Regional Chair. A new Regional Chair shall be elected at the first division business meeting held after the office has been vacated, at either the annual or midyear meeting of the SACOP Division, by a majority vote of qualified voting members present, and shall serve out the original term of the vacated office.

## Section 7: Voting

1. All members of the SACOP shall enjoy the privilege of the floor debate.
2. Each state will receive one (1) vote. The vote cast in the interest of each state must be cast by an active member designated by the respective state association of chiefs of police.
3. In the event of a tie vote, the General Chair will cast the tie-breaking vote.
4. If a candidate is unopposed for any elected office, the General Chair may request the Secretary/Treasurer cast the vote on behalf of the SACOP membership for that individual candidate to be elected by acclamation. If the Secretary/Treasurer is unopposed for election, the General Chair may request the Vice General Chair cast the vote on behalf of the SACOP membership for that individual candidate to be elected by acclamation.

## Section 8: SACOP Staff:

1. The IACP shall have a Director that serves, at least in part, as the Director of the SACOP Division. The Director shall serve at the pleasure of the IACP Executive Director.
  - a. The Director shall direct and administer the affairs of SACOP in accordance with those policies promulgated by the SACOP Executive Committee and with the other rules and regulations of the IACP Constitution and IACP Policies and Procedures Manual.
  - b. The Director will represent SACOP in matters of particular and distinct interest to SACOP, and shall provide guidance and direction to other divisions and sections of the IACP when they are performing functions relating to matters of interest to SACOP.
  - c. The Director shall attend selected meetings of the IACP Executive Board, the IACP Executive Committee, and the IACP Directors for the purpose of advising on the activities of the SACOP Division.
  - d. The Director shall have the authority and responsibility for the employment, efficiency, and discharge of employees of the SACOP Division, with the approval of the Executive Director, and in accordance with the IACP Policies and Procedures Manual.
2. SACOP shall have a manager appointed by the Director. Such appointment shall be made in consultation with the IACP Executive Director and the IACP Deputy Executive Director/Chief of Staff.

- a. The SACOP Manager shall assist the Director, the General Chair, the SACOP Executive Committee, and the SACOP members with day-to-day administrative and operational issues.
- b. The SACOP Manager shall serve as the liaison to other IACP divisions, sections, committees, and staff to further the goals and efforts of SACOP.
- 3. The SACOP staff will prepare, transmit, and maintain SACOP Division correspondence, reports, records, files, rosters, and perform related duties as may be designated by the General Chair and this Rule. SACOP staff will also prepare and oversee the SACOP budget and grants and other project funds, including the approval of expenses.

**Section 9: Discipline/Removal of Executive Committee Members**

- 1. When a member of the SACOP Executive Committee is reduced in rank or removed from an employing agency for misconduct, or when the member conducts themselves in such a manner as to bring the SACOP Division into disrepute, the General Chair shall appoint a three (3) member committee from the Executive Committee to investigate the allegations and report the findings to the next meeting of the Executive Committee.
- 2. If the General Chair acts in such a manner as to bring SACOP into disrepute, the Immediate Past General Chair or other Past General Chair in good standing, as selected by a vote of the Executive Committee, shall appoint a three (3) member committee from the Executive Committee to investigate the allegations and report the findings to the next meeting of the Executive Committee.
- 3. At the discretion of the General Chair, a meeting of the Executive Committee can be called to discuss the removal of any other Executive Committee member who, due to inability to attend a certain number of meetings—either in-person or via electronic means—no longer represents the best interests of the SACOP Division.
- 4. The Executive Committee shall cause a hearing to be conducted to review the results of the investigation and ascertain the suitability of the member to remain as a member of the Executive Committee. The member shall have at least two (2) weeks’ notice to appear for the hearing; notice will set forth the allegations against the member. After due notice to appear for the hearing, the Executive Committee may proceed with the hearing in the presence of the member or in the absence of the member. If the member does appear, they shall be provided appropriate time to present any mitigating information. An affirmative vote by two-thirds of the members of the Executive Committee present and voting shall discipline the member.
- 5. The removal of any Executive Committee member, other than the General Chair, shall be subject to appeal heard and decided by a three-member panel appointed by the General Chair, who did not vote in the original hearing. At least one member must be a Past General Chair. Appeal of the removal of the General Chair shall be governed by the IACP Constitution.

**Section 10: Meetings**

- 1. The SACOP Division will meet at least once at the IACP Annual Conference. The General Chair, with the assistance of the Vice Chair, the Secretary/Treasurer, and

the SACOP staff, will determine the meeting program and agenda prior to the meeting.

2. The General Chair may call a midyear meeting anywhere in the United States.
3. The General Chair shall cause a notice to be sent to all SACOP members at least sixty (60) days in advance of any business meetings, announcing the place and time of the meeting.
4. At the Annual and Midyear business meetings, a quorum shall consist of 50 percent of member states, provided each of the four regions has at least one member state present. At the regional meetings, a quorum shall consist of 50 percent of member states. At the Executive Committee meetings, a quorum shall consist of two-thirds of the voting members.
  - a. For purposes of establishing a quorum, members may participate via electronic means or by written proxy, when appropriate, as determined by the General Chair.
5. SACOP business shall be conducted by motions and in accordance with the rules and regulations of the IACP Constitution.

## **Section 11: Committees**

1. Standing Committees shall include the Executive Directors Committee and the SafeShield Committee. Additional committees may be created by the General Chair, with the approval of the SACOP Executive Committee, as conditions warrant for the investigation of matters particularly relevant to SACOP. A committee may be, according to the wishes of the General Chair, of a permanent or temporary nature.
  - a. Executive Directors' Committee: There shall be a standing permanent committee created by SACOP that will foster the executive leadership of the state associations of chiefs of police nationwide. This Committee will serve as equal resource to the IACP and SACOP as the other Committees in this Section. This Committee works to provide guidance to, and to be the voice of, each of the individual state associations.
    - i. Membership on this Committee is open to all members of the IACP and SACOP who currently serve in an executive role within their respective state association of chiefs of police. (Note: The goal is to have the executive director regularly join the meetings and not the president of the respective state association of chiefs of police in their place).
    - ii. The SACOP General Chair shall appoint a Chairperson who shall serve at the pleasure of the SACOP General Chair. The Committee may present a suggestion of leadership to the SACOP General Chair.
    - iii. The SACOP staff shall serve as the IACP liaisons for this Committee.
    - iv. The Committee shall meet at the SACOP annual and midyear meetings.
    - v. The Committee Chairperson may call other meetings, to include conference calls, as needed.
    - vi. A quorum shall consist of members in attendance.
    - vii. Committee business shall be conducted by motions and in accordance with this Rule and the rules and regulations of the IACP Constitution.
    - viii. The Committee shall report at all official SACOP meetings, to include the annual and midyear business meetings.

- ix. All reports and recommendations are subject to debate and vote by the SACOP membership.
- b. SafeShield Committee: There shall be a standing permanent committee created by SACOP that will address officer safety and wellness issues. This Committee will serve as an advisory council for the IACP Center for Officer Safety and Wellness (COSW), as approved by the IACP Board of Directors.
  - i. Membership on this Committee is open to all members of the IACP in good standing, who currently serve within any IACP Division, Section or Committee. (Note: This allows participation of other section and committee members who have a passion and interest in officer safety and wellness issues. This Committee is not intended to be SACOP members only).
  - ii. The SACOP General Chair shall appoint a Chairperson who shall serve at the pleasure of the SACOP General Chair. The Chairperson must be an active SACOP member, as defined in Section 2(a).
  - iii. The SACOP staff and the IACP Center for Officer Safety and Wellness staff shall serve as staff liaisons for this Committee.
  - iv. The Committee shall meet at the SACOP annual and midyear meetings.
  - v. A quorum shall consist of members in attendance.
  - vi. Committee business shall be conducted by motions and in accordance with this Rule and the rules and regulations of the IACP Constitution.
  - vii. The Committee shall report at all official SACOP meetings, to include the annual and midyear business meetings.
  - viii. All reports and recommendations are subject to debate and vote by the SACOP membership.

## Section 12: Smaller Department Section

- 1. There shall be a standing permanent Section created by SACOP that will address the needs of smaller law enforcement agencies serving populations fewer than 50,000 or having fewer than 50 sworn officers.
- 2. Membership in this Section is open to all members of the IACP in good standing, who currently serve within any IACP Division, Section or Committee who are from departments that meet the criteria of a smaller law enforcement agency defined in Section 12(a). (Note: This allows participation of other IACP members who have a passion and interest in smaller department issues. This Section is not intended to be SACOP members only).
  - a. All members of the Section who are not otherwise active SACOP members, as defined in Section 2(a) of this Rule, shall be considered SACOP affiliate members, as defined in Section 2(b) of this Rule.
  - b. The SACOP General Chair shall appoint a Chairperson who shall serve at the pleasure of the SACOP General Chair. The Chairperson must be an active SACOP member, as defined in Section 2(a).
  - c. A member from each of the four SACOP regions will be appointed to serve on the Section by their respective SACOP Regional Chair.

- d. The SACOP staff shall serve as the IACP liaisons for this Section.
3. The Section shall meet at the SACOP annual and midyear meetings. The Section Chairperson may call other meetings anywhere in the United States. The Section Chairperson shall cause a notice to be sent to all Section members at least sixty (60) days in advance of any business meetings, announcing the place and time of the meeting.
  - a. A quorum shall consist of members in attendance.
  - b. Committee business shall be conducted by motions and in accordance with this Rule and the rules and regulations of the IACP Constitution.
4. The Section shall report at all official SACOP meetings, to include the annual and midyear business meetings.
5. All reports and recommendations are subject to debate and vote by the SACOP membership.

### **Section 13: Resolutions**

Resolutions favorably voted on by the SACOP membership at its annual or midyear meeting, shall be submitted in writing to the IACP Executive Director for processing and forwarding to the IACP Resolutions Committee according to the timeline established by the IACP prior to the IACP Annual Conference and Exposition, unless the IACP President approves a waiver for late submission.

### **Section 14: Amendments**

Amendments to this Rule shall be voted on at the annual or midyear SACOP meeting, and passed by a majority vote of those in attendance, provided a quorum, as defined in Section 10(d), is present. Before any amendment shall take effect, it shall be approved by the necessary IACP staff and committees as provided by the IACP Constitution.

### **Section 15: Proclamations**

SACOP may issue proclamations to render honors to individuals, organizations, associations, or other groups for distinguished service and as otherwise appropriate. The SACOP General Chair must approve all proclamations prior to their issuance.

### **Section 16: Rules**

The SACOP Executive Committee may adopt rules for this Division not inconsistent with the above provisions, the other Rules of the IACP Constitution, and the policies and procedures of the IACP.



## RULE 7

# INTERNATIONAL POLICING DIVISION

### Section 1: Objectives

It is the purpose and intent of the Board of Directors of the IACP to provide, by this rule, for the establishment and administration of an International Policing Division, with world regions as integral and subordinate parts of the International Association of Chiefs of Police, Inc., consistent with its constitution and bylaws now current and from time to time amended. The full intent of this rule is to provide a strategic plan for the international programs and activities of the IACP.

### Section 2: Definition

The phrase "international policing division" is inclusive of the world regional offices, which are established by the Steering Committee of the International Policing Division, the International Vice President and other entities as deemed appropriate.

The phrase "world regional office" is intended to mean the same as is in standard usage by the United Nations, but is not intended to be restrictive of inclusion of nations contiguous to any one defined region from being accepted in either such region at the election of the members therein, but not in more than one such region.

The phrase "integral and subordinate" is intended to mean that the Division and its subordinate entities must conform to the constitutional articles and rules of the parent body, the IACP, and remain and continue as entities of the governing body of the IACP (the Board of Directors) and govern their actions and conduct their business within the established policies and procedures of the Executive Director/Chief Executive Officer of the IACP.

### Section 3: Membership

Any member qualified and accepted for membership in accordance with Article II of the constitution will be a member of a world region, where one exists, being the region in which the member has connection with the national, state or municipal police forces of that region or, when no such connection exists, the region within which such member resides.

Only active and life members of IACP may vote and hold an office described in Sections 4 and 5 of this rule. (10-19-93)

### Section 4: General Officers

The International Policing Division consists of designated world regional offices, their officers, subcommittees and general membership.

The International Vice President will serve as the General Chair of the Division for a term expiring at the third annual conference following their ascension to the Chair. He/she will serve as a member of the IACP Executive Board and perform the duties associated with the position.



The Division Vice Chair will ascend to the position of International Vice President upon the conclusion of the incumbent's term or for any other reason that may preclude the International Vice President from concluding his/her term.

The Division Secretary shall be appointed by the International Vice President for a term to coincide with that of the International Vice President, and not to exceed that term, unless appointed by the succeeding International Vice President. The Secretary may be from the same nation as the International Vice President.

Regional officers will consist of a Regional Chair, Regional Vice Chair, and Secretary. Nominations for the Regional Chair will be submitted by the membership of the International Policing Division Steering Committee and an appointment will be made by the International Vice President. The Chair of each region shall appoint the Regional Vice Chair, Secretary and other officers as appropriate. The Regional Vice Chair may not be from the same nation as the Regional Chair unless such appointment is approved by the International Vice President.

Regional Chairs shall serve for two-year terms. They will be presented their appointment letters at the annual conference of the IACP for a term expiring at the third annual conference of their appointment and continue until such time as their successors have been appointed and taken office. The succeeding International Vice President may extend the two-year term of any Regional Chair by appointment.

## Section 5: Steering Committee of the International Policing Division

There shall be a Steering Committee of the International Policing Division. The Steering Committee will establish policy for the Division and oversee budget requests from each of the regional offices.

1. The membership of the Steering Committee of the International Policing Division shall consist of the International Vice President, Division Vice Chair, Division Secretary, the Chairs and Vice Chairs of the World Regional Offices, the Chair of the IMPACT Section of the IACP, the Chair of the Advisory Committee to the Steering Committee of the International Policing Division; and not more than twenty four (24) additional active or life IACP members. All Past International Vice Presidents shall be non-voting ex officio members.
2. As referenced in subsection (a) the International Vice President shall appoint not more than twenty four (24) Steering Committee members representing each of the following groups or classifications:
  - a. At-Large Member #1
  - b. At-Large Member #2
  - c. At-Large Member #3
  - d. At-Large Member #4
  - e. At-Large Member #5
  - f. At-Large Member #6
  - g. National/Transnational Organization Seat #1
  - h. National/Transnational Organization Seat #2
  - i. National/Transnational Organization Seat #3
  - j. National/Transnational Organization Seat #4
  - k. National/Transnational Organization Seat #5

- l. National/Transnational Organization Seat #6
  - m. National/Transnational Organization Seat #7
  - n. National/Transnational Organization Seat #8
  - o. National/Transnational Organization Seat #9
  - p. National/Transnational Organization Seat #10
  - q. National/Transnational Organization Seat #11
  - r. National/Transnational Organization Seat #12
  - s. National/Transnational Organization Seat #13
  - t. National/Transnational Organization Seat #14
  - u. National/Transnational Organization Seat #15
  - v. National/Transnational Organization Seat #16
  - w. National/Transnational Organization Seat #17
  - x. National/Transnational Organization Seat #18
3. In connection with Section (b) the nominations to the sixteen (16) national/transnational organization seats will be made by the Steering Committee of the International Policing Division and the appointments will be made by the International Vice President in consultation with the IACP Executive Board. The International Vice President shall appointment the six (6) At-Large representatives, however, no more than two At-Large Representatives may come from the same nation.
  4. All members of the Steering Committee of the International Policing Division will serve at least a two-year term. They are eligible for reappointment. National/Transnational Organization Seats will be given a three-year term and may be delegated within the organization to allow the affiliated organization to familiarize itself with IACP culture, policies and procedures and to choose a representative who will serve the full three-year term.
  5. The status of any person appointed as a member of the Steering Committee and any general officer, shall terminate any change in his/her status as an active or life member of IACP. Vacancies in the appointive membership of the committee may be filled by appointment for the unexpired terms by the International Vice President.
  6. Modification, expansion, or contraction of the National/Transnational Organization seats will be made by the Steering Committee of the International Policing Division with the approval of the IACP Board of Directors.
  7. Members of the Steering Committee of the International Policing Division may, if they are unable to attend a meeting of the committee, assign their vote to another member of the Steering Committee. The International Vice President must be notified, in writing, of this assignment prior to the meeting.
  8. There shall be an Advisory Committee to the Steering Committee of the International Policing Division. The initial members of the Advisory Committee shall be those individuals who served on the North American Subcommittee of the International Policy Committee. Future appointments to the Advisory Committee shall be made by the International Vice President, in consultation with the Director of the International Policing Division.
  9. The Steering Committee of the International Policing Division shall meet each year at the Annual Conference of the IACP and at such other times and locations as determined by the International Vice President.

## Section 6: Election of Division Vice Chair

1. The Division Vice Chair will be elected by the Steering Committee of the International Policing Division.
2. The Election of the Division Vice Chair may only be held during the Annual Conference of the IACP.
3. Nominations for the position of Division Vice Chair may only be made by members of the Steering Committee of the International Policing Division and must be submitted to the International Vice President thirty (30) days prior to start of the Annual Conference of the IACP.
4. The Steering Committee of the International Policing Division shall create a Subcommittee on Nominations and Elections which will be responsible for reviewing the qualifications of nominated individuals and the orderly conduct of division elections. The Subcommittee will ensure that Steering Committee members voting for Division Vice Chair are eligible to vote and that the voting process is conducted fairly, professionally and equitably. The International Vice President will appoint the membership of the Subcommittee, which will consist of no fewer than three (3) members of the Steering Committee of the International Policing Division.
5. Eligibility Requirements for Division Vice Chair
  - The Division Vice Chair may not be from the same nation as the International Vice President.
  - Only active and life members of the IACP are eligible to be nominated.
6. All candidates for the office of Division Vice Chair must have the opportunity to speak to the Steering Committee of the International Policing Division before the committee votes.

## Section 7: Duties of Officers

1. International Vice President: The International Vice President shall be chair of the Steering Committee of the International Policing Division and shall preside at all Steering Committee meetings. He/she shall also preside at the annual and special meetings of the Division. He/she shall be the spokesperson for the Steering Committee and shall act through the Division Director as liaison between the Division and IACP. The International Vice President serves as a member of the-governing body as established by the IACP constitution. The International Vice President shall appoint members of standing subcommittees and may appoint members of special subcommittees.
2. Division Vice Chair: If the International Vice President is unable to perform his/her duties at any time due to his/her absence, the Vice Chair shall perform such duties ad interim.
3. Division Secretary: The Division Secretary shall maintain a record of correspondence and meetings of the Division together with a Division membership directory. The Division Secretary shall determine the qualification of members attending the Steering Committee of the International Policing Division meetings and also perform such other duties pertaining to the nature of his/her office as may be prescribed by the International Vice President. The Division Secretary will be

responsible for maintaining and preparing budgetary documentation. Copies of all records of meetings shall be forwarded to the Director of the International Policing Division of IACP.

4. **Regional Chair:** The Regional Chair is responsible for overseeing the activities of the World Regional Office, developing regional conferences, promoting IACP membership and assisting members.
5. **Regional Vice Chair:** If the Regional Chair is unable to perform his/her duties at any time, the Regional Vice Chair shall perform such duties ad interim.
6. **Regional Secretary:** The Regional Secretary shall maintain a record of correspondence and meetings of the region, maintain a directory of members, maintain financial records and ensure that notice of meetings is served and that copies of all proceedings are forwarded to the IACP.

## **Section 8: World Regional Offices**

World Regional Office-Purpose/Objectives:

- Market IACP and providing information on services that can be provided.
- Promote, plan and organize international executive policing conferences within the geographical region.
- Serve as IACP's voice in a particular geographic region.
- Provide other World Regional Offices with information regarding a particular country's law enforcement structure and issues.
- Promote articles for publication in the IACP Police Chief magazine.
- Encourage membership in the association within the world region.
- Provide members in the region with an active voice in IACP activities.
- Promote internships, fellowships, international travel and exchange programs. World Regional Offices may be divided along the following geographical lines, but may include or exclude countries as determined by the International Vice President and the general membership:

Region 1—North American World Regional Office (US, Canada)

Region 2—Central American/Caribbean World Regional Office (those countries of Central America and the Caribbean)

Region 3—South American World Regional Office (those countries of South America)

Region 4—European World Regional Office (those countries of Europe)

Region 5—Middle East World Regional Office (those countries within the Middle East, West Asia and North Africa)

Region 6—African World Regional Office (those countries of Sub-Saharan Africa)

Region 7—Asian/Pacific World Regional Office (those countries of Central Asia, India and Southeast Asia, the Pacific and Australia)

There shall be a Steering Committee for each world regional office comprising the Regional Chair, Regional Vice Chair, immediate past Regional Chair, the Regional Secretary, and no more than two members of the regional general membership appointed by the Regional Chair.

The Steering Committee shall be the governing body of the region and shall have the authority to take appropriate action in the establishment of duties necessary to the accomplishment of the region's objectives and the directives of the IACP Board of Directors.

The Steering Committee shall meet annually or at the call of the Regional Chair at times when the business of the region so demands.

## **Section 9: Division Director**

The division shall have a Division Director, approved by the Executive Director/Chief Executive Officer of the Association.

He/she shall administer the affairs of the division at the headquarters of IACP in accordance with those policies promulgated by the Executive Director/Chief Executive Officer in accordance with the constitution of IACP. He/she will represent the division in matters of particular and distinct interest to that division.

The Director shall have the authority and responsibility for the employment, efficiency and discharge of employees (if any) of the division, with the approval of the Executive Director/Chief Executive Officer.

## **Section 10: Committees**

Any voting member of the division may be appointed by the International Vice President to a special committee of the division.

Special committees shall consist of not less than three members. They shall report as required to the International Vice President.

Special committees may be established at the direction of the International Vice President or division membership upon appropriate motion. Those establishing them may determine the size and composition of such committees. Special committees shall be discharged when their duties have been completed. (10-19-93)

## **Section 11: Meetings**

Meetings of the Division may be called by the International Vice President. The International Vice President will call an International Policing Division meeting at the Association's annual conference.

A meeting of the International Policing Division shall be held annually in conjunction with the IACP Annual Conference. Members of the International Policing Division, in good standing with IACP, may attend these meetings and have full voting rights.

## **Section 12: Amendments**

This rule may be amended at any meeting of the Division provided the International Vice President gives notice of at least two weeks to members. Before any amendment shall take effect it shall be approved by the Board of Directors of the IACP as provided by the constitution. (10-19-93)

## **Section 13: Budget Procedure**

The director of the International Policing Division, in consultation with the International Vice President, shall prepare an annual budget for the ensuing year and submit it to the Association's Executive Director/Chief Executive Officer for approval and inclusion in the general budget of the Association consistent with the submission schedule established by the Association's Financial Review Committee. This budget submission shall include requests from the World Regional Offices.

## **Section 14: Custody and Disbursement of Funds**

Any funds received by the division for the purpose of organizing, developing and promoting programs and their proceeds shall be deposited in a manner prescribed by the treasurer of the Association in a special account of the Association for the benefit and operation of that division. All disbursements shall be made only upon the specific approval of the International Vice President in accordance with the approved budget. (10-19-93)

## **Section 15: Solicitation of Funds**

The International Vice President, Division Vice Chair or Division Secretary may solicit funds for the support of the division and its programs in the name of the division consistent with the requirements of the constitution and rules of the Association. (10-19-93)

## **Section 16: Center for International Research and Education**

Under the guidance and authority of the division, a research and education center may be established. Activities occurring within the center, but not limited to, are international law enforcement exchange programs, internships, fellowships, educational opportunities and group travel. The center will be established in complete compliance with the IACP's budgetary controls and guidelines governing such activities.

## RULE 8

# FOUNDATION OF THE IACP

### Section 1: Establishment

There shall be and is hereby created a Foundation of the International Association of Chiefs of Police incorporated under the laws of the Commonwealth of Virginia which shall be administered and operated, exclusively to receive, administer, and expend funds for the charitable and educational purposes, within the meaning of section 501(c) (3) of the U.S. Internal Revenue Code of 1986:

### Section 2: Mission & Purpose

The Mission of the IACP Foundation is to support injured and fallen officers and their families, protect the safety of officers, and support the goals and programs of the IACP.

The Foundation must always operate in a fashion that is consistent with the strategic plan, mission, values, ethics, and mandate of the International Association of Chiefs of Police. It is for these reasons that the Foundation was established as a 509 (a) (3) organization for the exclusive support of the IACP.

### Section 3: Governance

The Foundation will be governed by a Board of Directors which will be led by the Foundation Leadership Council. The Leadership Council will be appointed by the IACP President. The Executive Director/Chief Executive Officer of the IACP shall serve as the Foundation Executive Vice Chair of the IACP Foundation. The Board of Directors shall promulgate bylaws under which the Foundation will operate.

## RULE 9

### SECTIONS

#### Section 1: Designations and Jurisdictions of Standing Sections

There shall be the following standing Sections with objectives, general duties, and jurisdiction as described herein:

1. **Drug Recognition Expert Section.** This Section provides a unique opportunity for those professionals already associated with drug recognition to share a common management, training, administrative, and practicing concerns.
2. **Indian Country Law Enforcement Section.** This Section promotes the professional status of those engaged in providing police services to Indian Country.
3. **Law Enforcement Information Management Section.** This Section facilitates the exchange of information among those individuals responsible for technology, records, communications, or other support service–related functions.
4. **Legal Officers Section.** This Section assists in the establishment of professional standards, assistance, and cooperation among attorneys who provide legal advice or representation to law enforcement administrators.
5. **Police Physician Section.** This Section provides technical assistance to police agencies in new recruit selection, physical disability cases, and the development of adequate physical standards.
6. **Police Psychological Services Section.** This Section assists law enforcement executives with, the development of selection, retention, counseling, and other employee assistance programs.
7. **Public Information Officers Section.** This Section promotes the exchange of information and training among officers who are responsible for planning and implementing effective public information programs.
8. **Public Transit Police Section.** This Section promotes a meaningful relationship between police executives and cooperative efforts in the implementation of effective police matters and the achievement of an accepted professional status of the police service. Included in this section are gaming enforcement, public transportation, housing authority, airport police, seaport police, and natural resources.
9. **Railroad Police Section.** This Section explores ways to improve the services of those responsible for ensuring the safety and security of people and goods traveling by rail.
10. **Retired Chiefs of Police Section.** This Section is open to IACP members who at the time of their retirement were active members as prescribed in Article II, Section 2 of the IACP Constitution. For the purpose of this section, retirement shall be defined as the voluntary and honorable separation from a position in active and regular police duties because of age, physical disability, or retirement on pension from the agency of employment.



11. **University/College Police Section.** This Section provides coordinated assistance in implementing effective university and college policing practices and achieving an accepted professional status.
12. **International Managers of Police Academy and College Training (IMPACT) Section.** This section encourages and facilitates the coordinated exchange of ideas, procedures, and specific information for the professional leadership and management of education and training within police agencies throughout the world
13. **Police Foundation Section.** The mission of the Police Foundations Section is to promote networking and the exchange of ideas and best practices among police executives and police foundation professionals and to provide a trusted source of information regarding the establishment and development of ethics, operations, standards, and best practices for police foundations.
14. **Capital Police Section.** The mission of this section is to allow its members to develop and promote professional relationships among its members and the IACP and to increase the efficiency and capabilities of each law enforcement agency that provides service to our critical assets. This will be accomplished by providing educational training, promoting effective leadership, sharing information, and mentoring our future leaders.
15. **Defense Police Chiefs Section.** The Defense Chiefs of Police Section represents the unique interests of military and civilian law enforcement within the Department of Defense establishments of IACP member organizations. The Defense Chiefs of Police Section promotes an exchange of information and develops standards for increasing the efficiency and capabilities of each law enforcement agency that provides service to the Department of Defense.

## Section 2: Authority of Sections

Neither the chair nor members of the Sections may incur expenditures payable out of the funds of the Association unless specifically authorized by the Executive Board. Such Sections may take all necessary steps for the efficient execution of their Section work, but they may take no action which is finally binding on the Association without approval of the Board of Directors or the Executive Director/CEO.

## Section 3: Section Membership

1. Individuals must be an IACP member in good standing, submit an application to the Executive Director, and meet the membership qualifications of the Section in order to join.
2. An individual may join more than one Section if qualified for that Section.

## Section 4: Organization and Governance of Sections:

1. In order to ensure consistency and proper governance of IACP Sections. Each section shall be governed in accordance to the Section rule framework outlined in Section 3 below.
2. Notwithstanding any other provision or rule, the Board of Directors will remain the ultimate authority in governing the operation of IACP Sections. If the leadership of a section is vacated, or if the Board of Directors determines that the best interest of

the section/association require it, the IACP President may, with the approval of the IACP Board of Directors appoint new section leadership. This individual(s) will hold office until the next meeting of the Section at the IACP Annual Conference where new leadership elections will be held.

3. Section Rule

The following template shall be used as the framework for the governing document of each IACP Section. Each section will modify this framework to reflect their unique membership requirements, the goals and objectives of the Section and the dues collected by the Section. Governance of sections must comply with the framework provided below.

**(#####) Section**

*Section 1: Purpose and Objectives*

The **(SECTION NAME)** Section shall be organized and operated in accordance with the IACP constitution, rules and objectives. The purpose of this section shall be to provide the law enforcement profession and, more specifically, the law enforcement executive with information, training, and a forum for discussion of **(SECTION SPECIFIC TOPIC)** issues to include, but not limited to, **(SECTION SPECIFIC TOPICS)**. The section shall actively promote through education and training an increased understanding of **(SECTION SPECIFIC TOPIC)** in the law enforcement community to include the **(SECTION SPECIFIC GOALS AND OBJECTIVES)**. The section shall assist the IACP and its membership in coordinating efforts to implement mutual objectives of **(SECTION SPECIFIC GOALS AND OBJECTIVES)**

*Section 2: Members*

Membership in this section shall be open to all active, life and associate members of this Association in good standing who are now, or have been engaged in or responsible for, **(SECTION SPECIFIC TOPIC)**. **(ADD ANY SECTIONS SPECIFIC MEMBERSHIP REQUIREMENTS, PROHIBITIONS/SECTION VOTING ELIGIBILITY.)**

- (a) The IACP President, Executive Director, and staff liaison shall be ex-officio members of the Section, unless such persons otherwise qualify for regular membership status.
- (b) Applications shall be verified as to section qualifications by the section leadership
- (c) The Section Board, by majority vote of the Board, may suspend or expel a member for cause after an appropriate hearing. Default in payment of dues in the section or IACP, or ineligibility for membership, shall automatically result in termination of membership status. Membership is not transferable or assignable.

*Section 3: Section Resolutions*

Resolutions passed by the section shall be submitted to the governing body in accordance with approved association guidelines.

*Section 4: Board of Officers*

- (a) The affairs of the section shall be managed by its Board of Officers provided that during general meetings the affairs of the section shall be governed by the vote of the section general membership. The actions of the Section Board are subject to reversal or approval by the section membership at its general meeting. The Section Board, at a minimum, shall consist of the section General Chair, a Vice Chair, and at least two other officers. The General Chair shall be chair of the Section Board.
- (b) General Officers and Duties.
  - (1) The General Chair shall be the presiding officer at all section meetings; represent the section in all official matters; appoint all non-elected officers; and, prepare an annual report to be delivered at the Section annual meeting. In the General Chair's absence, the Vice Chair shall fulfill the duties of the General Chair.
  - (2) The Section Staff liaison shall conduct and perform all fiscal and administrative functions.
- (c) Eligibility.
 

In order to be eligible to serve on the section board, members must be eligible to vote in section elections and meet any other requirements as established by the membership of the section.

*Section 5: Election and Terms of Office*

Recognizing that each section may have different governance structures the following principles related to Elections and Terms of Office must be observed.

- (a) The term of office for all section officers must be clearly defined.
- (b) A single term of office cannot exceed three years
- (c) Section officers may be eligible for reelection or election to other board positions
- (d) All section officers shall be nominated and elected by the general section membership (with voting rights) at a general meeting of the section.
- (e) All section officers shall be subject to removal for cause by vote of the general membership at a general meeting.
- (f) Any vacancy that occurs during the term of an officer shall be fulfilled by appointment by the General Chair.

*Section 6: Committees*

The section shall have the following standing committees:

- #####;
- #####;
- #####;

The General Chair shall appoint all members of such committees and designate one member as chair of each committee. Standing committees shall have such duties as may be assigned by the General Chair and Section Board. In addition, standing committees shall make reports of their activities to the general section membership. The General Chair may appoint such special committees, for specific purposes, as may from time to time be necessary for the conduct of section business.

*Section 6: Meetings*

- (a) Annual Meetings: An annual section meeting shall be held in conjunction with the IACP annual meeting. The annual meeting shall be coordinated with the Executive Director by the General Chair or a designated representative well in advance of the meeting date to ensure coordination of program times and location. The General Chair and the Annual Conference Committee, with the advice and consent of the Section Board, shall determine the section program.
- (b) Special Meetings: During the annual meeting, section general membership may schedule additional meetings during the calendar year. In addition, the General Chair shall have authority to call special meetings during the calendar year as business of the section may require.
- (c) Any section business may be conducted at the annual or special meetings, provided, however, no amendments to the Section bylaws may be made, except at the annual meeting with a two-thirds majority vote of those present required for passage. All changes must be approved by the Association's Board of Directors.
- (d) Unless a formal rule exists for the conduct of business, the current revised Robert's Rules of Order shall govern conduct of all meetings, committees and Section Board meetings.

*Section 7: Membership Dues*

Annual membership dues shall be determined by resolution of the section membership at its first meeting and subsequent annual meetings.

**Section 4. Responsibilities of Section Staff Liaisons**

Each IACP committee and section will have a staff liaison assigned to it by the Executive Director. This individual will provide liaison between headquarters, the respective section and the Executive Board. The staff liaison will be responsible for submitting section funding requests to the appropriate division director for inclusion in the annual IACP operating budget. The staff liaison will work with the chairperson to ensure that any resolutions brought forth by the section are presented in proper format and meet the required deadlines for consideration of the resolution.

Staff liaisons are not intended to serve as section secretaries. As such, duties such as the taking and maintaining minutes of section business meetings and other associated tasks should be assigned to a section officer or other section member.

# RULE 10

## MIDSIZE AGENCIES DIVISION

### Section 1: Mission and Objectives

The Midsize Agencies Division (MSA) is dedicated to providing a voice within the IACP for the leadership of law enforcement agencies comprised of 50 to 999 sworn officers, as well as a forum for these leaders to share the unique challenges and opportunities in policing that emerge from departments of this size. The Division is further committed to embracing and leveraging the special capacity and flexibility of these agencies to innovate and drive progressive change within the profession, with the goal of better policing worldwide.

The objectives of the Midsize Agencies Division are:

- To provide a mechanism of representation for midsize agencies that recognizes their unique needs, challenges and advantages within the law enforcement community.
- To provide a forum for advancement of the law enforcement mission, including maintenance and expansion of an online benchmarking portal available to all police agencies.
- To establish an annual meeting whose purpose is to establish a series of forums designed to capitalize on the strengths of various midsize agencies and to present solutions to identified common issues in an environment of mutual exchange, so as to advance leading practices into next practices.

### Section 2: Membership

1. Membership in this Division shall be open to all active, life, and associate members of this Association in good standing who are now, who have been involved in, or who have a professional interest in, policing midsize agencies. Members meeting the qualifications detailed in Section 5 are eligible to hold offices in this Division.
2. The IACP Board of Directors and the Executive Director/Chief Executive Officer, shall be ex-officio members of the Division, unless such persons otherwise qualify for Division member status.
3. Divisional membership applications shall be submitted to the IACP for processing.

### Section 3: Meetings and Voting

1. The annual Division meeting shall be held in conjunction with the Association's annual conference. The General Chair, with the assistance of the Vice Chair and Regional Chairs, will determine the meeting program and agenda prior to the Division meeting and shall coordinate the program with the IACP staff.

2. Annual Division meetings shall be open to all regular Division members, ex officio members, IACP members, and invited guests.
3. In the absence of a proper rule for conducting a meeting, the current revised Robert’s Rules of Order will govern.
4. Midyear or other special meetings of the Division may be called by the General Chair.
5. The General Chair shall cause a notice to be sent to all Divisional members at least sixty (60) days in advance of any business meetings of the Division announcing the time and place of the meeting.
6. All Division members who are active or life members of the association will have the full voting privileges.
7. All voting shall be based on the majority of members present.

**Section 4: General Officers**

The general officers of the Division shall be comprised of a General Chair; a Vice Chair; and six Regional Chairs. General officers shall be elected biennially during annual meetings of the Division by plurality vote of qualified voting members.

**Section 5: Qualifications of Officers**

The general officers of the Division shall be, at the time of their nomination, election, or appointment, voting members of the Division who are presently the executive heads of a midsize agency. The status of any general officer shall terminate sixty (60) days after retirement or separation for any reason from regular and active, executive-level midsize agency police service.

**Section 6: Tenure and Succession**

1. General officers shall serve for a two year term. They shall begin their tenure during the business session of the next meeting of the Division of Midsize Agencies following their election, and shall serve until their successors have been installed.
2. The Office of General Chair shall be filled automatically by succession of the Vice Chair
3. Should the Chair be unable to fulfill the two year term, the Vice Chair will assume those responsibilities and will continue as Chair for the remainder of the original term plus the next two years.
4. In the event of a vacant or vacated office, the Chair, in consultation with the Division Executive Committee, shall appoint an interim representative to that office until the next regularly scheduled meeting of the Division.

## Section 7: Executive Committee

There shall be an Executive Committee composed of:

1. The General Chair; the Vice Chair; Immediate Past General Chair and the six Regional Chairs.
2. The Executive Committee shall:
  - a. Be the governing body of the Division and shall have the authority to take appropriate action in the establishment of Division policy and to perform all other duties necessary to the accomplishment of Division objectives that are consistent with this rule.
  - b. Meet annually prior to the annual meeting of the Division to make determinations in matters of policy and advising the Division liaison and General Chair with respect to these determinations.
  - c. Meet at the call of the General Chair at times other than the annual meeting when the business of the Division so demands. On demand of three (3) members of the Executive Committee, the General Chair shall call a meeting of the Executive Committee.

## Section 8: Duties of Officers

1. General Chair. The General Chair shall be chair of the Executive Committee, shall preside at all Executive Committee meetings, and shall also preside at the annual and midyear/special meetings of the Division. The General Chair shall be the spokesperson for the Executive Committee and shall act as liaison between the Division membership and the Association and shall serve as the Divisional representative on the IACP Executive Board.  
It shall be the duty of the General Chair, with the assistance of the Executive Committee of the Division, in matters of policy and procedure to bring about the uniform operation and administration of Divisional matters.
2. Vice Chair. The Vice Chair shall assist, advise, and consult with the General Chair and Regional Chairs on Division business and have oversight over any committees as assigned by the General Chair. If the General Chair is unable to perform designated duties at any time for any reason, the Vice Chair shall perform such duties ad interim.
3. Regional Chairs. Regional Chairs will be elected from a jurisdiction within their region, giving direction and leadership to Division activities within their respective regions. Regional Chairs shall preside over any regional meetings of the Division and shall perform such other duties as may be prescribed by this rule or by the General Chair.
4. Immediate Past General Chair shall assist and advise the General Chair and the Vice Chair. In the absence of the General Chair and the Vice Chair, the Immediate Past General Chair shall preside.

Regions shall be comprised of the following states/provinces/commonwealths/territories/countries:

- *West Coast:* California, Oregon, Washington, Alaska, Hawaii, British Columbia, American Pacific Territories
- *Mountain Southwest:* Montana, Idaho, Wyoming, Colorado, Utah, Nevada, Arizona, New Mexico, Texas, Oklahoma, Alberta, Saskatchewan, Mexico
- *Midwest:* North Dakota, South Dakota, Minnesota, Michigan, Wisconsin, Ohio, Indiana, Illinois, Missouri, Iowa, Kansas, Nebraska, Manitoba, Ontario
- *Northeast:* Connecticut, District of Columbia, Massachusetts, Maryland, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, Maine, Quebec, Atlantic Provinces
- *Southeast:* Virginia, West Virginia, Kentucky, North Carolina, South Carolina, Tennessee, Arkansas, Louisiana, Mississippi, Alabama, Georgia, Florida, Caribbean nations and territories
- *At-Large:* To provide representation to areas not represented within the other 5 regions.

5. Secretary/Treasurer. The role of Secretary/Treasurer shall be filled by the IACP Division staff liaison. The IACP staff liaison, with input and assistance from the executive committee, will be responsible for Division communications, maintenance of Division records, and reviewing and monitoring the Division budget and related grants. Pursuant to the IACP Constitution, such duties as taking minutes of Division business and other associated tasks are not the responsibility of the staff liaison and should be assigned to a Division officer or other Division member.

### **Section 9: Committees**

Special committees may be established at the direction of the Division membership upon appropriate motion, or by the Executive Committee of the Division or the General Chair. Each special committee shall report to the General Chair’s designee. Determination of the size and composition of such committees may be determined by those who establish such committees. When any special committee shall have performed the duties entrusted to it, the committee shall be discharged.

### **Section 10: Amendments**

This rule may be amended at any annual or special meeting, provided a two-week notice of intention to move an amendment shall be given. Such notice of intention shall be delivered by a voting member to the General Chair and Secretary/Treasurer at least three weeks before such meeting, and the Secretary/Treasurer shall be responsible for advising the membership thereof within the time herein prescribed. Before any amendment shall take effect, it shall be approved by the Executive Committee of this Association as provided by the constitution.



## Section 11: Resolutions

Resolutions favorably voted on by the Division at its annual and/or midyear meeting(s) shall be submitted in writing to the Association Executive Director/Chief Executive Officer through the Division Secretary/Treasurer for processing and forwarding to the Resolutions Committee at least ninety days prior to the annual meeting, or the President must approve a waiver for late submission.

## Section 12: Dues

Dues shall be set by a vote of the Division membership during either the midyear or annual meeting of the Division. A recommendation for dues adjustment may only be made by the Division Executive Committee. A notice that a dues adjustment will be considered must be provided to all members of the Division at least 45 days prior to the meeting.





