

**IACP Constitution**  
**Rule 33**  
**University and College Police Section**

**Section 1: Status and Objectives**

The University/College Police Section shall be organized and operated in accordance with the IACP constitution, rules, and objectives as an integral part of this Association. The primary purpose of the University and College Police Section shall be to serve as the collective voice of law enforcement agencies responsible for policing Universities and Colleges; promoting a broader understanding of the important role of University/College policing and facilitating the exchange of information between University and College Police leaders and members of the Association. The University and College Police section will serve as a resource for our members: to promote other essential mutual interests, assistance, professional standards and relationships among university/college police and other law enforcement executives.

**Section 2: Membership**

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, providing police services to a university/college and have the approval of their agency chief executive. All section members will have the full privileges of voting and holding office in this section except the office of General Chair may be held only by an active member of IACP.

- (a) Section Voting. Matters favorably voted on in the section which are of mutual interest to the IACP shall be submitted for approval to the Executive Committee, Board of Officers, or Executive Director, if in accord with approved Association policy.
- (b) The Executive Committee and Executive Director shall be ex-officio members of this section, unless such individuals qualify as regular Section members.
- (c) Membership. Applications shall be submitted to the Executive Director for processing of Association membership. Approved applications will be forwarded to the Secretary-Treasurer for the determination of section qualifications.
- (d) Selection of Section Leadership (Voting): The selection of the Section's Leadership will be by ballot vote (electronic or paper) beginning four weeks before the Annual Conference and concluding two weeks before the Annual Conference every three years (2016, 2019, 2022, 2025...). The balloting process will be the responsibility of the Nominations Committee in coordination with IACP Headquarters staff.

### **Section 3: Organization and Administration**

- (a) The annual section meeting shall be the governing authority of the section within the delegated authority of the IACP. The annual section meeting shall be held as an integral part of the Association's annual meeting, and coordinated well in advance with the Executive Director.
  
- (b) The Section Board shall be the governing authority of the section between the annual meetings. Its actions are subject to reversal or approval of the annual section meeting. The Section Board will be composed of the Section General Chair, General Vice Chair, the Secretary, Staff Liaison/Treasurer, the Immediate Past General Chair, and the Regional Vice Chairs. The General Chair will be chair of this Board.
  
- (c) 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 officers to the standing and special committees, fill all vacancies for the remainder of his/her term of office and prepare a report for the Section's annual and mid-year conference. The General Chair will represent the Section at the President's appointment to the Executive Committee and will supervise and mentor the General Vice Chair. The term of General Chair will be for three years commencing at the annual meeting every three years. The position of General Chair shall be filled automatically by succession from the Office of General Vice-Chair.

(2) The General Vice-Chair shall assist, advise and consult with the General Chair. The General Vice-Chair will mentor, advise and consult with the Regional Chairs and record attendance of those present at the annual meeting. The General Vice-Chair will supervise the standing and special committees. The General Vice-Chair will prepare all the necessary arrangements for the mid-year meeting of the Section. In the absence of the General Chair, the General Vice-Chair will fill in for all duties with exception of those related to the Executive Committee. The General Vice-Chair will be elected every three years in coordination with the Section election. (2016, 2019, 2022, 2025...) The General Vice Chair will assume the position of General Chair when the incumbent General Chair's three year term has been satisfied. Candidates for Vice Chair must be a Section member in good standing, have served or are serving as a Regional Chair or Committee Chair and have been active (i.e., attending meetings) with in the Section. Individuals seeking this office must make their intention known in writing (electronic or paper) to the Nominations Committee six weeks in advance of the Annual Conference the year before the General Vice Chair assumes the General Chair position.

(3) Secretary- The General Chair of the Section may appoint a member of the section to serve as Secretary. This Secretary will take notes and prepare minutes and/or a report of the meeting. In addition, the Secretary will work with the General Chair and Vice Chair to prepare the committee/section's submission for inclusion for the IACP annual report.

(4) Staff Liaison/Section Treasurer- the University/College Police Section will have a staff liaison assigned to it by the IACP Executive Director. This individual will provide liaison between headquarters, the Section and the Board of Officers. The staff liaison will be responsible for submitting Section funding requests to the appropriate division director for inclusion in the annual IACP operating budget. In addition, the assigned staff liaison will serve as the Section Treasurer.

The staff liaison will keep in contact with the General Chair and will assist the Section in the compilation of factual data, reproduction of Section reports, and other such activities as may be authorized by the IACP by-laws.

The staff liaison will maintain a file of all correspondence and a log of telephone conversations regarding the Section's work. The staff liaison will advise the Section Chair on proposed activities to ensure the activity is in compliance with IACP procedures and the constitution.

The staff liaison will work with the General Chair to ensure that resolutions brought forth by the committee and/or section are presented in proper format and meet the required deadlines for consideration of the resolution.

The Section may issue reports and/or findings. The staff liaison, within budgetary restrictions, will disseminate the report /or findings.

(5) Regional Vice Chair positions and duties. The membership of the University/College Police Section shall be divided into four regions:

The North Atlantic Regional Vice Chair will represent Connecticut, Delaware, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, and Washington DC.

The South Regional Vice Chair will represent Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, North Carolina, South Carolina, Oklahoma, Tennessee, Texas, Virginia, and West Virginia.

The North Central Regional Vice Chair will represent Illinois, Indiana, Iowa, Kansas, Kentucky, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, and Wisconsin.

The Mountain Pacific Regional Vice Chair will represent Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, and Wyoming.

The Vice General Chair will represent all international members in the Section.

The Regional Vice Chairs shall be selected from appropriate regions, and will assist the General Vice-Chair in regional administration and university/college police matters, actively attempt to recruit new members, disseminate information about the section projects to the membership in their region and, if desired, conduct regional meetings or training for Section members

In such other related duties as may be assigned by competent authority. Regional Chairs shall be elected by the members of the appropriate jurisdiction by mail ballot for a three year term. Individuals seeking this office must make their intention known in writing (electronic or paper) to the Nominations Committee six weeks in advance of the Annual Conference, during an election year.

(d) Committees can be established by the General Chair/Executive Board as needed. The standing committees are:

(1) The Scholarship Committee

(2) The Nomination and Election Committee – This committee shall be comprised of three Past General Chairs selected by the General Chair to carry out the nomination and election processes.

#### **Section 4: Section Meetings**

(a) The section meetings will be held annually as specified in Section 3(a) above. The General Chair, with the advice and consent of the Section Board, will determine the Section meeting program and agenda prior to the meeting and shall coordinate the program with the IACP Executive Director to ensure duplications and schedule conflicts are minimized.

(b) Annual section meetings will be open to all regular section members, ex-officio members, IACP members and invited guests, providing the meeting does not vote to open on an executive session when only regular and ex-officio members may attend. In the absence of a proper rule for conducting a meeting, the current revised Robert's Rules of Order will govern.

(c) The Section may hold other meetings, as approved by the Section Board and Executive Director, for the purpose of improving the professional quality of university/college police activities. The mid-year section meeting may be in conjunction with the Annual IACLEA training conference.

### **Section 5: 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 any voting member to the General Chair and Secretary at least three weeks before such meeting and the Secretary 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 6: Membership Dues**

Initiation and/or annual membership dues and membership certificates shall be determined by resolution of the section membership at the last annual meeting. Dues will be fifty dollars (\$50.00) for the first membership from each institution and fifteen dollars (\$15.00) for each additional membership.