

# **INTERNATIONAL POLICE ASSOCIATION UNITED STATES SECTION**



# **ORGANIZATIONAL OVERVIEW AND GENERAL HOW TO**

Kevin Gordon - 10/2011

**INTERNATIONAL POLICE ASSOCIATION**  
**UNITED STATES SECTION**  
**ORGANIZATIONAL OVERVIEW AND HOW TO**

*This is a very brief overview of the IPA and its functions including running a region. It is designed to give both region officers and members a background of the organization as well as provide contact information and other guidelines. When in doubt, contact any national officer or email [info@ipa-usa.org](mailto:info@ipa-usa.org) which is monitored by the President.*

<u>SECTION 1 IPA INTERNATIONAL</u>	<u>3</u>
<u>SECTION 2 UNITED STATES</u>	<u>3</u>
<u>SECTION 3 REGIONS</u>	<u>4</u>
<u>SECTION 4 MEMBERSHIP</u>	<u>4</u>
<u>SECTION 5 CONTACTS</u>	<u>5</u>
<u>SECTION 6 FORMING A NEW REGION</u>	<u>5</u>
<u>SECTION 7 ASSOCIATE SECRETARIES - TRAVEL</u>	<u>5</u>
<u>SECTION 8 WEBSITE, HANDBOOK, FACEBOOK, EMAIL</u>	<u>5</u>
<u>SECTION 9 RUNNING A REGION</u>	<u>6</u>
<u>SECTION 10 RECRUITMENT AND RETENTION</u>	<u>8</u>
<u>SECTION 11 EVENTS AROUND THE WORLD</u>	<u>8</u>

## **SECTION 1 IPA INTERNATIONAL**

The Permanent Executive Bureau (PEB) is the elected officers of the International organization. These members are elected at the World Congress and serve for 3 years. The PEB is responsible for the management of the Association and for implementation of decisions made by the IEC at the annual meeting. The officers of the PEB include the President, 3 Vice Presidents, Secretary General, Assistant Secretary General, Treasurer and Assistant Treasurer.

There are five permanent working commissions of the International Police Association, A member of the PEB chairs each committee. These commissions are the International Internal Commission (IIC), the International Cultural Commission (ICC), the International Professional Commission (IPC), the International Social Commission (ISC), and the International Commission for External Relations (ERC).

The International Executive Council (IEC) meets every year but every third year it is referred to as the World Congress (WC). PEB Elections occur at the World Congress. It is composed of one delegate from each section, usually the President, and the PEB.

In the IPA countries are referred to as sections. The section is then broken down into regions (as in the US) or regions and/or branches as in some other countries.

Due to the size of the worldwide organization, it was determined years ago that a small administration center was needed. This International Administration Centre (IAC) is located in the West Bridgford area of Nottingham, England. It is maintained by the PEB, and the staff work with the International Secretary General and the PEB as well as with National Sections around the world.

## **SECTION 2 UNITED STATES**

The National Executive Council is the elected officers of the Section. The NEC consists of the National President, three Vice Presidents, the Secretary-General and National Treasurer. These officers are elected every three years by the regional officers at the NDC. The NEC is responsible for the management of the Section and for implementation of decisions made by the NDC members at the annual meeting. The NEC meets twice a year. One meeting is held in

conjunction with the national conference (usually the day before the NDC meeting). The second meeting is approximately 6 months later.

The National Delegate Council (NDC) is the annual US conference. Each Region sends an NDC representative to represent that region at the conference and vote on various issues. Also present at the conference is the NEC but unlike the international board, the NEC does not have a vote. The responsibilities of the President and Treasurer are as expected. The 1st, 2nd, and 3rd VP roles are as directed by the President but generally one is assigned to oversee the Associate Secretaries, one to work with membership and distressed regions and one to maintain the handbook. The Secretary General is the final word in membership questions and is the liaison with other sections.

### **SECTION 3 REGIONS**

While the International Police Association was began in the UK in 1950, the US section formed in 1962 with the entire country as one region. Region 1 formed in NY. As the organization grew, regions were formed. A region is simply a geographical section of the US. It may be one state, multiple states or just a few counties in the state. Each region is its own governing body and runs the affairs of the region in accordance with the statutes and rules of the U.S. Section and International Police Association.

Each region shall consist of at least the following officers: President, 1st Vice President, 2nd Vice President, Secretary, Treasurer and NDC Representative. The position of Secretary and Treasurer may be combined. No person except for the NDC Representative can hold more than one elected office.

### **SECTION 4 MEMBERSHIP**

The types of membership are: Ordinary (sometimes called Regular), Extraordinary, Regional Honorary and National Honorary. Only Ordinary and Life members can vote and/or hold office. Dues are \$25 for all types of membership except Life which is a one time \$500 fee. A "R" prefix on the membership number indicates an ordinary/regular member, "L" indicates a life member, "S" is the spouse of a member who passed away, "H" is the spouse of a line of duty death officer.

## **SECTION 5 CONTACTS**

Each national officer has an email for the office. These are online on the officers page. These include [Pres@ipa-usa.org](mailto:Pres@ipa-usa.org) , [1VP@ipa-usa.org](mailto:1VP@ipa-usa.org) , [2VP@ipa-usa.org](mailto:2VP@ipa-usa.org) , [3VP@ipa-usa.org](mailto:3VP@ipa-usa.org) , [Treasurer@ipa-usa.org](mailto:Treasurer@ipa-usa.org), [SG@ipa-usa.org](mailto:SG@ipa-usa.org). Membership questions should be addressed to [membership@ipa-usa.org](mailto:membership@ipa-usa.org). Any changes in address etc should be addressed to [changes@ipa-usa.org](mailto:changes@ipa-usa.org) . This contact info can also be found online. An email is also set up for each region, such as [regionxx@ipa-usa.org](mailto:regionxx@ipa-usa.org). This email normally goes to the president or another officer so designated by the region.

## **SECTION 6 FORMING A NEW REGION**

An easy to use fill in the blank form is available for forming a new region. A request to form a new region shall be made in writing to the Secretary-General no later than 60 days before an upcoming NDC meeting. In brief, the request must include the following: a map showing the boundaries of the proposed new region, 25 paid up members, and a list of officers. When approved as a new region by the NEC or NDC, the region is sent \$300 as a start up fund, provided a charter and a flag.

## **SECTION 7 ASSOCIATE SECRETARIES - TRAVEL**

Associate Secretaries are members who are appointed by the President to serve as the representative for another section (country). For example, a US member will be assigned to Germany. His/her job is to assist any US visitor who wants to travel to that country with contacts etc. At the same time, other countries have assigned a member from their country to do the same. A travel form is available online as is the list of all Associate Secretaries.

## **SECTION 8 WEBSITE, HANDBOOK, FACEBOOK, EMAIL**

When something is needed, first check the web site. Most of what a region needs is online including administrative forms, region info, events, scholarship forms, current and past issues of the national magazine, links to international (which has links to all other countries) and links to the companies that can provide IPA items. IPA logo supplies are also online as well as

order forms etc. The official IPA logos are also online for downloading. These must be used as is and can't be modified due to copyright.

The IPA web is at [www.ipa-usa.org](http://www.ipa-usa.org). Everything a potential member may need is also online in an easy to find format. A region web site is generally [www.ipa-usa.org/regionxx](http://www.ipa-usa.org/regionxx) although some regions have their own separate site. These are listed with links on the region page online.

The US Section also has a Facebook page, as do many of the US regions as well as other sections, branches and regions. The national also maintains an email distribution list. Visit the website to join or text IPAUS to 22828.

All needed information from contacts to bylaws to line of duty deaths is contained in the Handbook. The Handbook is online for easy downloading. Some sections online have only emails. For the handbook section with complete addresses etc, contact the VP that has been assigned to the handbook. Member address information is not posted on the web for obvious reasons and while regions are welcome to share the information with the membership, such information should not be posted online. In addition, IPA Bylaws forbid the release of any member address information except to other IPA for IPA purposes. When in doubt, contact the President or Secretary General.

## **SECTION 9 RUNNING A REGION**

The Region President shall be the spokesperson for the region and preside over all region meetings. The President and other officers shall perform their duties as prescribed for in the Region bylaws. Regions should meet at least once a year. Minutes of every meeting shall be circulated as soon as practicable after a meeting to each officer.

Regions officers shall be elected for a three-year term and take office on December 31st of the same year following their election. The election for all officers may be held in the same year or may be staggered.

Elections may be held by mail ballots or open meeting with 10 days notice to the membership. The Region President is responsible for forwarding the region election results to

the National Secretary-General. More election guidelines are contained in the bylaws. For assistance, contact the Secretary General.

Region vice-presidents shall serve in succession to assist the President and serve in the absence of the President.

Regions are permitted to have either a Secretary and a Treasurer or can combine the positions into the Secretary/Treasurer. It is up to the region how the duties of these officers are assigned.

Duties for the Secretary and/or Treasurer include maintaining the membership records including renewals, reinstatements, name and address changes and report these changes promptly to the National Membership Secretary. Duties also include minutes of meetings, new member applications and correspondence with the National Treasurer and Membership Secretary. A print out of the region membership can also be requested from the national membership secretary ([membership@ipa-usa.org](mailto:membership@ipa-usa.org)). If a question arises on whether an applicant meets the standards for membership and that question can not be resolved at the region level, the information should be sent to the Secretary General for a decision.

Duties also include maintaining the region funds, maintain bank accounts, paying bills and collecting money due the region. Many regions require two officers' signatures for expense checks. A financial report should be generated regularly to the region officers. The region is required to file taxes with the IRS annually. This process is online and very simple. For guidance contact the National Treasurer. Each region is required to have their own IRS tax number but falls under the National group number also.

The position of NDC Representative is established to represent the region at the NDC each year. The person may also be a region officer. In some regions this person is appointed and some elected. Many regions cannot afford to offset the travel expenses of the NDC Rep and costs are generally borne by the representative.

A monthly report (also online) is available for regions that need it. When regions collect dues, they list that info on the monthly report and sent to the membership Secretary. The region forwards \$12.50 for each renewal or new member out of the \$25 dues price. Conversely, if the national collects the dues of \$25, national forwards a list of paid members and \$12.50 for each.

National sends out dues renewals every October. Members can pay their dues to national by mail, locally at their region or online.

There isn't a lot asked of regions but what is asked, is important. The bylaws in section 805 read, "Regions who chronically fail to perform any one of the basic functions of a Region may be placed in inactive status. Basic Region functions include: failure to collect and/or process membership applications and/or dues payments, failure to maintain the minimum number of Region officers or members, failure to file mandatory National or International reports, failure to be represented at the NDC by a delegate or by proxy.

### **SECTION 10 RECRUITMENT AND RETENTION**

Recruitment posters are available online for local printing. Promotional short movies are also available at the website as are member applications. Promotional brochures that include an application are available. These can be requested from the VP assigned to that task. Several conference displays are available for use. The section has one large table top display and assorted banners. The most commonly used display is a smaller table top. We have 4 of those on hand and they can be borrowed at any time. The national is willing to assist but recruitment is best done on the local level. National can provide guidance on what has worked in the past and it is hoped that if your region is successful in recruitment, they share that with national and other regions.

### **SECTION 11 EVENTS AROUND THE WORLD**

Any member is welcome to any IPA event around the world including local meetings. As previously mentioned, each section has a national conference as does the International. Two other events are the Anniversary event and the Friendship Week. They are just what they sound like. Any section, branch or region can have an anniversary event and typically they are a week long. A friendship week is just that, a week planned for friendship that includes a banquet, tours etc. It has much the same events and elements of an anniversary event but is held simply to promote friendship. There is usually a friendship week following every International conference, which is sponsored by the hosting section.