

INTERNATIONAL POLICE ASSOCIATION – U.S. SECTION – REGION 4 BYLAWS

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GLOSSARY

AMENDMENT: Any addition, deletion, or alteration to existing bylaws.

IEC: International Executive Council; international officers and delegates of each member country; the annual convention of these officers for business, and members for social events.

APPROVAL: Unless otherwise specified, matters authorized to be approved by the Region Board alone, shall require approval by a majority of the total Region Board; in all other instances, approval may be granted by a majority of those present and voting.

IPA: International Police Association

NDC Delegate: National Delegate Council; National officers and Delegates of each Region; a convention of these officers for business, and members for social events.

NEC: National Executive Committee; national officers

ID Card: The official IPA membership identification. Current card issued each year upon paying annual dues.

PEB: Permanent Executive Board; international officers

REGION: Chapter of the IPA within the section

SECTION: Member country of the IPA

WORLD CONGRESS: Triennial meeting of the IEC when PEB elections occur.

**100.0 BYLAWS**

101.0 In any situation wherein all rules applicable to the association are silent, then the rules contained in the current edition of Roberts Rules of Order, shall govern the region, in all cases to which they are applicable, and in which they are not consistent with any special rules that may be adopted.

102.0 In the event that any regional bylaws or special rule, or section thereof, is found to be in conflict with any international or national bylaw or standing order, the latter shall take precedence and be adhered to; however, all other unaffected portion of the regional bylaw, or special rule, shall remain valid.

103.0 Amendments to the Bylaws may be proposed by any current member by presenting the proposed amendment in writing to the Secretary. Each amendment proposal shall be submitted via email. Amendments need to specifically identify the bylaw subsection that the submitting current member wants to amend and include a short statement indicating the reason for the proposal.

The Secretary will verify that the proposed Amendment is properly submitted and present the amendment to the Region Board.

After a Ninety (90) day submission and discussion period, the Region Board will vote on the amendment. The vote can take place at either a board meeting or electronically. A simple majority vote of the Region Board is required for adoption or defeat. The results of the Region Board vote will be presented to the membership at the next regularly scheduled General meeting.

A two-thirds (2/3) vote of the entire active membership may reverse the findings of the Region Board, provided those seeking the reversal are liable for the expense of publishing and tallying any such vote should their attempt fail.

Upon adoption by the Region Board, a copy of the amendment shall be attached to the minutes of the next General Meeting and the amendment distributed to the entire membership. This may be done in any of the region's communications or publications.

Every amendment shall be succeeded by its adopted date, and if different, its effective date in parenthesis.

104.0 Bylaws shall be reviewed by the Region Board for any conflicts, within 90 days subsequent to any NEC, and amended if necessary, pursuant to regional bylaws procedures.

105.0 The President shall cause every elected and duly appointed Region board officer to receive without charge, a copy of all regional, national, and international rules applicable to the association.

106.0 The bylaws of the Region will be available on the Region website.

107.0 When completely revised regional bylaws are adopted, the revised edition shall be posted on the Region website.

## **200.0 REGION BOARD**

201.0 The Region Board shall consist of the following elected officers:

- President
- 1<sup>st</sup> Vice President, Visitor and Travel Coordinator
- 2<sup>nd</sup> Vice President, Development Coordinator
- 3<sup>rd</sup> Vice President, Meeting and Event Coordinator
- 4<sup>th</sup> Vice President, Benevolence and Education Coordinator
- Secretary/Treasurer
- NDC Representative
- Supply Officer
- Editor

The Region Board shall be the voting members of the organization, none of whom may hold more than one (1) office simultaneously, with the exception of the NDC Representative. Duties of the officers will be assigned by the Region Board and can be modified to respond to the needs of the organization.

Bylaw subsections 209.0 to 216.0 outline the duties of the region board.

- 202.0 There shall be no appointed regional officer except to fill a vacant position as specified in the national bylaws. Said appointment must be with the approval of the Region Board
- 203.0 Individual Region Board officers may not appoint committees or delegate authority unless approved by a majority of the Region Board officers.
- 204.0 Region Board officers shall familiarize themselves with and observe all international, national and regional bylaws and rules.
- 205.0 Any Region Board officer unable to attend any scheduled meeting shall give prior notice to the President or Region Board member attending.
- 206.0 Every Region Board officer shall apprise the President if they may be unavailable to handle their duties so said duties may if necessary be delegated.
- 207.0 The Region Board may consider a Region Board position vacant if the holder is absent for more than three (3) consecutive general meetings, or more than 50% of the general meetings in any given year, unless consent for said absences is granted by the President
- 208.0 The Region Board may consider a Region Board position vacant if the holder fails to carry out his duties as designated in the bylaws. Unless granted excuse by a majority of the Region Board.
- 209.0 The President shall be responsible for the proper and orderly operation of the regional affairs, which shall include: presiding at all region meetings and events unless delegated to 1st Vice President when absent; maintaining liaison with national officers, other regions and sections; furnishing an IPA information-related column for each regional news publication; disseminating to Region Board and members pertinent information received from international, or national level, or other regions. It shall also be the President's responsibility, when given sufficient advance notice, to meet arrivals of any visiting IPA group, and cause a reception or meeting to be held, which creates an opportunity for regional members to socialize with the visitor.

The President shall serve terms of 3 years. A President may succeed himself for only one consecutive term. After serving two consecutive terms, a President must vacate his position for at least one year before seeking re-election to another term. A president whose term(s) has expired may continue serving until they are either re-appointed or until their successors are chosen.

- 210.0 The 1st Vice President, Visitor and Travel Coordinator, shall be responsible for handling correspondence, and all affairs related to IPA visitors; this shall include, if requested, arrangement for meeting their arrival, lodging with a member or assistance with hotel accommodations, and local activities. He shall provide them with the address and telephone of a host, or other regional member, as well as his own. He shall inform the membership of guests by email and arrange, when possible, an opportunity for the visitor to meet the membership including attending general membership meetings.

Visitor Hosting/Travel Coordinator shall be responsible for providing assistance to regional members planning to travel individually or in a group; this shall include any necessary correspondence, forwarding their written requests and itinerary to the appropriate Associate Secretary for countries to be visited.

Visitor Hosting/Travel Coordinator shall provide contributions to the region newsletter.

- 211.0 The 2nd Vice President, Development Coordinator, shall be responsible for new member recruitment, membership retention, new business budget, website updates and social networking.

The Development Coordinator shall provide contributions to the region newsletter.

- 212.0 The 3rd Vice President, Meeting and Event Coordinator, shall be responsible for retaining suitable meeting and event locations, dates and times, arranging food and beverage service. Issuing annual meeting schedule. Providing meeting schedule updates. Issuing monthly email notifications. Coordinating attendance and keeping attendance records. Developing and working within approved budget.

Meeting and Event Coordinator shall provide contributions to the region newsletter.

213.0

The 4th Vice President, Benevolence and Education Coordinator, shall be responsible for the Region's development and administration of the Region's benevolence endeavors and educational opportunities. This shall include: establishing and building on our relationships with police benevolent organizations. Informing membership of events, programs, and scholarships available. Assisting Region members in the scholarship application process. When the regional treasury contains more than \$5,000, the Region 4 winner of the Harold Litwin Sr. Memorial Scholarship, the Arthur Troop Scholarship, or the Gimborn Scholarship, will be supplemented by \$250 from the Region 4 treasury. When the regional treasury contains more than \$5,000, any Region 4 International Youth Gathering qualified attendee will be supplemented by \$250 from the Region 4 treasury. Identifying and securing guest speakers for Region meetings and events. Presenting to the board recommendations for new programs. Developing and working within approved budget.

Benevolence and Education Coordinator shall provide contributions to the region newsletter.

- 214.0 The Secretary/Treasurer shall be responsible for all matters relating to membership, and member records. This shall include the processing of dues renewals, new enrollments and reinstatements; maintaining and updating membership database; the database shall be updated at least quarterly. The Secretary/Treasurer shall be responsible for minutes and their distribution to the Region Board and National Secretary General; any general correspondence, not otherwise designated to another Region Board officer, maintenance of regional files including membership records; and assisting in computerizing membership data. The Secretary/Treasurer shall forward a copy of any correspondence written on behalf of the region to the President.

The Secretary/Treasurer shall be responsible for the regional finances; this shall include proper maintenance of financial records, providing the Region Board a monthly report, advising the Region Board regarding investments or expenses, completion and submission of local and federal taxing and recording documents, and payments of the region's just debts on a timely basis. Additionally, the Secretary/Treasurer shall cause all necessary annual tax reports to be filed, if necessary, and an annual audit of the books each November, or as requested by the Region Board.

Secretary/Treasurer shall provide contributions to the region newsletter.

215.0 The NDC Representative shall be responsible for attending annual NDC meetings as the region's voting delegate. In the event the NDC Representative is unable to attend an NDC meeting, the President or a Region Board member appointed by the President, with approval of the majority of the Region Board shall represent the region as the NDC Representative.

NDC Representative shall provide contributions to the region newsletter.

216.0 A NDC Representative, whether financed or not, who without prior notice to the Region Board, subsequently fails to fully attend all NDC business sessions, except for reasons beyond his/her control, shall be subject to disciplinary action, and if financed, shall be liable for reimbursement to the region for any funds received.

217.0 All matters known to be on the NDC agenda, shall be reviewed by the Region Board prior to the NDC, to ascertain the position the region wishes to take. The NDC representative is obliged to give due consideration to the region's attitude when voting on such matters at the NDC.

218.0 The Supply Officer shall be responsible for the maintenance and sale of regional IPA supplies. This shall include the display and sale of supplies at meetings and social events, providing a list and prices of items available by mail order for the regional news issue, providing the Region Board a monthly report which shall include inventory value, supply purchases, and cost, supply sales and receipts. All monies received by the Supply Officer shall be deposited or remitted to the Secretary/Treasurer within 30 days. All local regional supply officers shall make available to the NDC Representative for each regularly scheduled NDC meeting a printed list of the supplies available, including descriptions and prices of these items. The Supply Officer may contribute to the region newsletter.

219.0 The Editor shall be responsible for collecting material, advertising sales, preparation and distribution of the region publications and communications.

220.0 The President may appoint additional officers as needed, for the length of his term, with the approval of the region board.

221.0 All records, correspondence, regional property, or other items accumulated in the capacity as Region Board officers, shall be properly maintained, and upon termination of office, surrendered to the President, who shall consign them to the successor.

220.0 No reorganization to the Region Board officers may be made except pursuant to regional bylaw amendments.

### **300.0 MEETINGS**

301.0 A quorum for any region board meeting, to decide regional affairs, shall be a majority of the Region Board officers.

302.0 All region board meetings shall be open to all current members. Region board meetings will normally be semi-annually as approved by the Region Board. Region board members who cannot attend board, regular, or special meetings will notify the President in advance. When requested or when deemed beneficial, absent board member(s) may participate in semi-annual region board meeting by telephone conference or internet videoconference.

303.0 General meetings shall be held as determined by the Region Board. However at least 4 general meetings per year shall be held in order to properly conduct the region business.

303.1 If necessary to complete unfinished business or obtain a quorum, the President may reconvene the meeting at a later announced date and time.

- 303.2 The President may waive a general meeting in lieu of a regional social event.
- 304.0 The region members shall receive due notice of all general meetings and social events.
- 305.0 Special meetings may be called by a majority of the Region Board or the President, upon 72 hour notice. Special meetings can be conducted in person, by telephone conference, by internet videoconference, or by email.

The President shall be responsible for notifying every Region Board officer, and the minutes shall reflect any Region Board officer not notified, and the reason.

After any such special meeting, its occurrence and subject of business transacted shall be announced by the President at the next general meeting.

- 305.1 An Emergency Region Board Meeting may be called by the President, only when matters of urgency require consideration prior to the next scheduled meeting.

The President shall be responsible for notifying every Region Board officer, and the minutes shall reflect any Region Board not notified, and the reason.

Subsequent to any such meeting, its occurrence and subject of business transacted shall be announced by the President at the next general meeting.

- 306.0 The President may obtain approval to hold meetings or an action regarding regional affairs by telephone, email, videoconference, or other electronic media providing approval is granted by a majority of the total Region Board officers.

The occurrence and subject of business shall be announced by the President at the next general meeting.

#### **400.0 MEMBERSHIP**

- 401.0 Regional honorary members may not be elected nor appointed to any office, vote on any matter, nor pay dues to the United States section. The region may charge dues to a regional honorary member; these dues shall not exceed 50% of the annual dues. Regional honorary membership shall be restricted to persons who do not otherwise qualify for membership, and who actively serve the region as a whole. Regional honorary membership will be granted to spouses of deceased members.

- 401.1 Regional honorary membership shall not be used as a special recognition for outstanding persons or VIPs; a plaque or certificate of recognition shall be used for these purposes.

- 401.2 To be considered for regional honorary membership, a form shall be submitted to the Secretary/Treasurer including all ordinary enrollment data, plus the reason the person is being recommended for such membership.

- 401.3 Regional honorary membership may only be granted upon approval by a majority of members present and voting at a general meeting. If approved, the enrollment form shall be signed and dated by the President and the secretary.

- 401.4 The secretary shall maintain a separate file for enrollment of all regional honorary memberships.

- 401.5 Regional honorary members shall upon being accepted receive a letter from the President which defines their membership privileges and limitations, pursuant to national and regional bylaws.
- 401.6 Any IPA identification provided to regional honorary members shall plainly indicate "Honorary Member" Region 4.
- 402.0 IPA members injured in the line of duty, which results in a catastrophic disability, may pay no dues. Law enforcement officers, who are not IPA members, injured in the line of duty, which results in a catastrophic disability, may be granted ordinary membership.
- 403.0 Extraordinary members will have all the same rights and obligations of ordinary members, but shall not be eligible to hold any office or vote.
- 404.0 Extraordinary membership is available to spouses of deceased members.
- 405.0 Spouses of deceased law enforcement officers, regardless of IPA membership, who are killed in the line of duty, may be granted regional honorary membership and may be offered extraordinary membership.
- 500.0 ELECTIONS AND VOTING**
- 501.0 Region elections for Region Board officers shall be held at the general meeting prior to December of an election year. The regional membership shall be duly notified of the election occurring, plus the date, time and place.
- 501.1 Only those members present and whose dues are current shall be eligible to vote.
- 502.0 If more than two candidates are nominated for a Region Board office, then the candidate receiving a plurality of the votes cast shall be deemed elected.
- 503.0 At least 90 days prior to regional elections of the Region Board, an election committee shall be appointed by the Region Board; the region President may not be a member of the nominating committee.
- Members of the election committee shall be barred from becoming nominees for Region Board office. The President shall obtain assurance from nominee that they are willing to serve in the specified office if elected.
- 503.1 Candidates with intention to seek office shall submit their intention to the Secretary/Treasurer by email no less than 60 days before election date. After verifying candidate membership, the Secretary/Treasurer shall submit nominations for each Region Board office to the election committee no less than 30 days before election date. .
- 503.2 Candidates may not stand for more than one office.
- 504.0 Elections of Region Board officers shall be by secret ballot. Write-in ballots are not accepted.
- 505.0 A ballot of the nominations shall be prepared by the secretary/treasurer.
- 506.0 Two election tellers shall be appointed by the President to receive and record the vote. The tellers shall advise the President the winner of each office. After verifying the tellers report, the President shall declare the election of each Region Board officer. The tellers report shall be attached to the minutes. The ballots may be destroyed.
- 506.1 The tellers report shall indicate the number of votes cast.

507.0 Members shall not use official IPA stationary or official IPA email account to campaign for the Region Board office, either for himself or for another; members shall not use regional postage, nor official regional stationary to campaign for any region office, either for himself or another. The region membership roster containing address, email, and phone shall be made available to candidates upon request. Candidates may submit campaign information to the Region Secretary/Treasurer for a one-time distribution to membership through the official IPA email account. The submission shall have a limit of 250 words. All submissions shall be conducted in the highest ideals of the IPA.

507.1 Region bylaws regarding nominations or elections may not be amended within 6 months prior to an election, however all other bylaw sections may be amended within 6 months prior to an election

## **600.0 DUES**

601.0 This region shall exercise the option to charge an initiation fee, as authorized by national bylaws.

602.0 Any member whose annual dues have not been paid by December 31<sup>st</sup> of the current year, will be terminated pursuant to the national bylaws.

## **700.0 FINANCES**

701.0 The President, 1st Vice President, and Secretary/Treasurer shall be authorized to sign the checks for the region. Two of these officers must sign the checks for the region.

702.0 The treasurer shall without prior approval, pay the ordinary and necessary expenses of the region, such as replenishment of stationary supplies, replenishment of IPA supply items, postage, PO box rental, telephone expenses, and other board approved operational expenses (e.g., guests and visitors). However, he shall question any extraordinary bills, and bring them before the Region Board before making payment, or in any other instance he deems necessary.

703.0 The treasurer shall not pay or reimburse any member for any expenses not approved in the bylaws or at a region board meeting.

704.0 Members may not be reimbursed for expenses without submitting proper receipts within 60 days.

705.0 When a group of 10 or more persons from another IPA section or region announce, by official IPA travel form, a visit to this region, the region President may, without any other approval, authorize to expend \$200.00 to provide a region reception and presentation for the visiting group.

706.0 When the region treasury contains more than \$5,000.00, the NDC Representative shall be financed to attend the annual NDC; said financing shall include the airfare (lowest economy advance purchase fare with prior approval from Region Board) for one person, or providing it is less, the latest mileage allowed by the IRS.

In applicable instances, the NDC Representative may petition Region Board approval for single supplement costs.

The region Treasurer may, upon receiving proper receipts, reimburse the NDC Representative as authorized in this section; any advance funding, prior to the NDC, shall require Region Board approval.

## **800.0 SUPPLIES**

801.0 In order to avoid any misuse of the copyrighted logo, all suppliers of items depicting the IPA official logo and the Region 4 official logo will be paid for by a Region 4 Board Member or with an official Region 4 IPA check only. Permission to use the IPA logo other than for one's person, must be approved by the Region Board.

802.0 No one shall use the official IPA emblems (crest and rounded) except as provided for in the National Bylaws.

803.0 Region supply officers shall exercise every reasonable precaution in controlling the sale and/or distribution of official IPA supplies to which only members are entitled to possess.

804.0 Expenditures to replenish existing items of supply shall not exceed \$250.00 without approval of the Region Board.

New items shall not be purchased without prior approval of the Region Board.

805.0 Assigned region supply officer shall make available to region NDC representative a printed list of the supplies available, including descriptions of these items, for each regularly scheduled NDC meeting. This list shall include the price of these items to other regions, as well as the suggested retail price to an individual member.

## **900.0 NEWS PUBLICATIONS**

901.0 The region shall issue a news publication semi annually.

902.0 The contents shall be restricted to IPA related material. Any photo shall be of or include IPA members, or have relevance to IPA, or IPA related news articles.

903.0 The format of the publication shall include, but not be limited to, the following:

- A. Title, issue, date, logo
- B. Roster of officers
- C. President and Board member columns
- D. Calendar of events, which shall include general meeting dates, times and locations
- E. New members data
- F. Visitors and host list
- G. Aims and objectives of the association

904.0 Advertisements accepted for publication shall be charged rates agreed upon by the board

Each advertisement shall include "Paid Ad".

904.1 Personal noncommercial advertisements by IPA members shall not be charged.

904.2 Pursuant to postal regulations for non-profit mailing permit, advertisements must be general, and may not be for specific items.

## **1000.0 ACTIVITIES**

1001.0 No special activity or event may be organized without Region Board approval; the proceeds from any function shall be used solely for the purpose of the association, unless previously approved at the general meeting for a charitable donation in the name of the region.

- 1002.0 Any travel sponsored or cosponsored by the region shall require approval by the Region Board by email, after the request for such approval has been submitted in email to the Region Board. The request shall include:
- A. Itinerary
  - B. Recipients of any presentations that will be made in the name of the region
  - C. Agreement to provide the region with a manifest of participants, one month prior to departure
  - D. Assurance that the region shall not incur any indebtedness or liability
- 1003.0 Members who intend making IPA contacts in another region or country shall:
- A. Furnish adequate notice pursuant to national bylaws
  - B. Provide verification of current paid membership (current ID)
  - C. Not invoke any expenses to a host
  - D. Be discreet in language and conduct
  - E. Not ask for gifts of police souvenirs

**1100.0 GENERAL**

- 1101.0 Members shall not indulge in any conduct which is prejudicial to the aims and objectives of the association.
- 1102.0 Members shall not promote, or attempt to promote, any discussion concerning politics, religion, or racial matters, at any meeting of the Association, through the media, or correspondence with other members in the course of IPA business.
- 1103.0 Region members shall not use police or military titles for themselves or others in any IPA business communications or correspondence in the spirit of maintaining an atmosphere of no rank consciousness.
- 1104.0 Member pocket bullions may be purchased from the National IPA Supplies Officer.
- 1105.0 A copy of all correspondence on official letterhead of the region or on behalf of the region, or in an official capacity shall be forwarded to the President and Secretary/Treasurer for region files.
- 1106.0 Any members having privy to IPA membership manifests, other IPA files, or IPA online account access shall maintain such information in a way as to insure confidentiality and security. The official Region 4 email account will be accessed and monitored by the President and at least one other Board Member, as designated by the President, at all times.
- 1107.0 Members shall not create, nor have created, and then sell or distribute, or give, any item, such as an identification card, badge, or other article, which may appear to be, or could be mistaken to be, official identification of either an IPA member or a police officer.
- 1108.0 Official presentations on behalf of the region, other than to IPA members, shall require approval of the Region Board; a record of the type of presentation by and to whom shall be entered into the minutes at which it was approved.
- 1109.0 Any member violating any IPA statute, standing order, bylaw, or other rule, shall be subject to disciplinary action or expulsion.

**1200.0 ENACTMENT**

1201.0 Proviso; the bylaws contained herein, relating to the Region Board officers and their duties, shall not alter the current title or status of an incumbent Region Board officer, or appointed position except by consent where appropriate, but shall become effective and may be implemented, in appropriate cases, if a vacancy occurs prior to that time.

1202.0 Except as otherwise noted, these revised Region 4 bylaws become effective upon passage.