

# THE TENNESSEE ASSOCIATION OF CHIEFS OF POLICE



## BY – LAWS

*Enacted January 1, 2003  
Amended December 8, 2006*

# Tennessee Association of Chiefs of Police By-laws

## INDEX

I. Code of Ethics	3
II. Purpose Statement	4
III. Mission	5
IV. Objectives	5
V. Classes of Membership	6
VI. Application for Membership	9
VII. Dues	9
VIII. Resignation of Members	10
IX. Suspension and Expulsion of Members	10
X. Executive Board / Executive Committee	11
XI. Oath of Office	13
XII. Organization Leadership	15
XIII. Duties of Officers	17
XIV. Executive Director	20
XV. Executive Board	22
XVI. Meetings	23
XVII. Committees	24
XVIII. Collection and Disbursement of Funds	25
XIX. Order of Business	25
XX. Distribution of Association Material	26
XXI. Amendments	27

## CODE OF ETHICS

We, members of the Tennessee Association of Chiefs of Police, recognizing our responsibility to the communities we serve and our obligations to society in general, and with the knowledge that our profession requires the highest ideals and rules of conduct, hereby adopt the following code of ethics for police executives and commend them to all persons in the police profession for their guidance:

1. We will put honesty, truth and justice above all other considerations, and we will not allow friendship, enmity, social positions, political influence, nor personal motives to sway us from the impartial performance of duty.
2. We will neither solicit, nor accept, any gift, privilege, favor or advantage from any persons that will place us under any obligation to overlook any violation of the law, or will violate the ethics of our profession.
3. We will observe all provisions of the Constitution of the United States and the State of Tennessee and will not deprive any person of any right guaranteed by these great documents. We will, at all times, endeavor to carry out the desires of the majority of citizens as legally expressed through proper legislative, judicial or executive channels of government.
4. Having efficient police leadership as our objective, we recognize the need for professional fitness on the part of police executives and subordinates. We pledge ourselves to advance the science of police service through training courses and other methods adequate to meet the many requirements of our profession.
5. We will be fair with subordinates, showing only the favor that has been honestly earned by meritorious service to the public; demanding that all police officers perform their duties and enforce the laws with impartiality, judgment and courtesy.
6. Recognizing the mutual dependence of all law enforcement and other public agencies, we pledge our cooperation to all officials and agencies interested in the promotion of justice and the improvement of the general welfare. We will not allow envy, jealousy, or any other motive to interfere with such cooperation.

7. We recognize our responsibility to the press of Tennessee as a medium through which the public we serve can be kept informed of our activities and we solicit its support of all honest police endeavors and its condemnation of any act or policy detrimental to the best interests of society.
8. We desire training for the professional development of each department as a means of improving law enforcement for professional recognition.
9. We further subscribe to the I.A.C.P. (International Association of Chiefs of Police) Code of Ethics and the Oath of Honor.

## **BY-LAWS OF THE TENNESSEE ASSOCIATION OF CHIEFS OF POLICE**

### **ARTICLE I**

#### **Section 1. Name**

This Association shall be known as the Tennessee Association of Chiefs of Police.

#### **Section 2. Purpose Statement**

- (1) To advance the science and the art of police services; develop and disseminate improved administrative, technical and operational practices and promote their use in police work; foster police cooperation and the exchange of information and experience among police administrators throughout the State; bring about recruitment and training in the police profession of qualified persons; and encourage adherence of all police officers to high professional standards of performance and conduct.
- (2) It is also hereby declared to be the policy of the Association to cooperate with existing police organizations of recognized professional and technical standing, to secure unity of action to increase our achievement in the prevention and detection of crime; and to ensure public safety.
- (3) The Executive Board may arrange for joint research projects, publications, secretarial assistance and participation in conferences to the end that these objects of the Association may be more fully realized.

#### **Section 3. Mission**

*As Revised and enacted January 1, 2003*  
*Amended December 8, 2006*

- Bring together law enforcement executives for the purpose of exchange of information and ideas.
- Offer advanced professional training for law enforcement executives.
- Promote cooperation between all law enforcement agencies.
- Influence the enactment of needed legislation.
- Promote quality basic, technical and managerial training for law enforcement officers statewide.
- Maintain a financially sound tax-exempt educational corporation.

**Section 4.    Objectives**

- Elect Officers and Directors to conduct business and make recommendations to the membership.
- Establish an effective means of recruiting new membership.
- Initiate cooperation between law enforcement agencies statewide through exchange of information and joint endeavors.
- Schedule quality training programs to include managerial science, technical advancements, availability of resources and training, reports from state and federal law enforcement agencies, and reports on federal and state law enforcement legislation.
- Maintain active representation on training advisory committees and study committees appointed by the Governor and the Legislature.
- Convey the Association's views verbally and in writing to legislators and draft legislation for enactment or amendments to existing legislation.
- Collect funds and dues for defraying financial obligations.
- Administer grants relating to law enforcement training, traffic safety, crime suppression

narcotics or other purpose that directly promotes the interest of the Association.

## **ARTICLE II**

### **Section 1. Classes of Membership**

The membership of the Association shall be classified as follows: Active, Associate, Honorary, Sustaining, Retired, Life and Corporate/Business.

#### **Active Members**

- (1) The following persons shall be eligible for Active Membership: chiefs of police, commissioners, superintendents and directors having actual supervision of and receiving salaries from any legally constituted municipal or other police department of any governmental jurisdiction or any police department established by TCA 49-7-118; assistant chiefs of police, deputy chiefs of police, executive heads, and division, district, or bureau commanding officers of such departments who are qualified as exempt executive employees by the Fair Labor Standards Act. The employee must have as his or her primary duty work consisting of the management of the enterprise in which the employee is employed or of a customarily recognized department or subdivision thereof; and the employee must customarily and regularly direct the work of two or more employees in the enterprise, department or subdivision. Active members shall be entitled to one vote each. All members shall be P.O.S.T. certified as law enforcement officers within the State of Tennessee.

Applicants, other than chief executive officers, are eligible for membership when recommended for such membership by the chief executive officer of such prospective member's department, if such chief or higher commanding officer is an active member in good standing of this Association.

- (2) Each application for active membership shall be endorsed by an active member of this Association in good standing who shall certify that he/she is personally acquainted with the applicant, believes the statement contained in the application to be true, that the applicant is eligible for active membership in this Association, and that he/she nominates him/her for membership in this Association.

#### **Associate Members**

- (1) Any person not eligible for active membership but qualified by training and experience in police or by other law enforcement activity or by other professional attainment in police science or administration shall be eligible for associate membership in this Association.
- (2) Associate members shall not be entitled to have a vote in the affairs of the Association or to hold an office.
- (3) Each application for associate membership shall be endorsed by an active member of this Association in good standing who shall certify that he/she is personally acquainted with the applicant, believes the statement contained in the application to be true, that the applicant is eligible for membership in this Association, and that he/she nominates him/her for membership in this Association.

#### **Honorary Members**

- (1) Individuals who have contributed or rendered distinguished public service in the furtherance of law enforcement as a profession or service to the government, private sector or mankind shall be eligible as honorary members of this Association. Such members shall be elected for life and exempt from the payment of dues.
- (2) Honorary members shall not be entitled to have a vote in the affairs of the Association and shall not be entitled to hold an office in the Association.
- (3) Each applicant for honorary membership shall be endorsed by an active member of this Association in good standing who shall certify that he/she is personally acquainted with the applicant, believes the statements contained in the application to be true, that the applicant is eligible for honorary membership in this Association, and that he/she nominates him/her for membership in the Association.

#### **Sustaining Members**

- (1) Membership granted to those individuals who pledge their whole-hearted support to the goals and purposes of this Association and wish to ally themselves with the membership in promoting the ideals of professional law enforcement.
- (2) Sustaining Members shall not have a vote in the affairs of the Association nor be eligible to hold office.

- (3) Each application for sustaining membership shall be endorsed by an active member of this Association in good standing, who shall certify that he/she is personally acquainted with the applicant, believes the statements contained in the application to be true, that the applicant is eligible for honorary membership in this Association, and that he/she nominates him/her for membership in this Association.

### **Retired Member**

Retired Members shall include those members who by reason of years of service or physical condition have honorably retired in good standing as determined by the Board of Directors from the position of Active TACP Member. Retired Members shall be entitled to all privileges and benefits of the Association except they shall not be entitled to hold or vote for elected office. Retired Members may serve on any committee of the Association to which they are appointed by the President and the Board of Directors. Dues will be determined by the Board of Directors.

### **Life Member**

- (1) Life Members are those members who have maintained membership in the Association for 15 years or who have honorably served in the capacity of President of the Association. Life Members who are still actively employed shall continue to pay dues in accordance with assessment for the agency of employment. Life Members when not actively employed shall be exempt from dues and shall be entitled to all privileges and benefits of the Association as those provided to Retired Members.
- (2) Life members shall retain their right to vote and shall have all privileges not specifically excluded elsewhere, of active membership. Life members shall not be required to pay dues if retired.
- (3) Life members are not eligible to hold office unless active in a municipal police department within this state and are current with their dues.
- (4) Life members may retain office for the remainder of their term if they were eligible at the time of their election providing they honorably retire.

### **Corporate/Business Memberships**

- (1) Corporate/Business membership shall be available to corporate/business groups that support the goals and objectives of the TACP
- (2) Private security executives and individuals that interface with the operations of law enforcement through the private sector are also eligible for professional membership.
- (3) Corporate/Business Members will not be eligible to hold an office or vote on any matters.

### **Limitation to One Membership**

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

### **Section 2. Application for Membership**

- (1) Persons desiring membership in this Association shall submit a completed application form as provided by the Executive Board. If the application is for active membership, proof of state certification as a Tennessee law enforcement officer shall accompany said application. All applicants shall be considered and approved or rejected by the Executive Board and the General Membership.
- (2) Any willful misrepresentation or misstatement in the application for any type of membership or supplemental material shall be grounds for rejecting the application, or if the applicant has been elected to membership, for his/her expulsion. Any such willful misstatement by an endorser shall be cause for the expulsion of the endorser from membership in this Association.

### **Section 3. Dues**

- (1) Active members, Associate members, Sustaining Members and Corporate/Business Members of this Association shall pay annual dues. Additionally, upon application for membership, all active members shall pay an application fee in the amount established by the Association.
- (2) Honorary members shall pay no dues.

- (3) Life members shall pay no dues if retired. Annual dues are applicable if still an active member of a police department.
- (4) Dues shall be paid annually on or before August 1 of each year. As used herein, the term annual year shall be July 1 through June 30. The Executive Board shall establish annually, the dues for the Association.

#### **Section 4. Resignation of Members**

Any member not default in payment of dues and against whom no complaint or charge is pending may, at any time, file his/her resignation in writing to the Executive Board. To be reinstated, former members will have to file a new application.

#### **Section 5. Suspension and Expulsion of Members**

- (1) The Association may censure, suspend or expel any member for cause. Any member of this Association may be removed from membership by a two-third-majority vote of the Executive Board when ratified by the majority of Association members in attendance at a regular meeting of the Association.
- (2) Any active, associate, or sustaining member, who is delinquent in the payment of dues for a period of three (3) months, shall be suspended within two (2) weeks after written notice by first class mail has been given to him/her at his/her last known address as of effective date of such suspension. If such delinquency shall continue as long as three (3) months after such note, the Executive Director may drop the member from the roles of the Association after giving him/her ten (10) days written notice by first class mail at his/her last known address of such contemplated action. The delinquent member shall not be reinstated until all dues in arrears are paid in full, provided the delinquent member is, at the time of his/her application for reinstatement, actively engaged in one of the positions set forth in the qualifications portion of these by-laws and that this membership shall commence from the date of the reinstatement. Such deletion shall be reported by the Executive Director to the Executive Board at the next regularly scheduled meeting.
- (3) When any member of the Association is reduced in rank, removed from his/her governmental agency for misconduct or when said member conducts himself/herself in such a manner as to bring the Association in to disrepute, the President shall appoint a three member committee to investigate said allegations and report such findings at the

next meeting of the Executive Board.

- (4) The Executive Board shall conduct review of the results of the said investigation and ascertain the suitability of such member to remain as a member of the Association. In the event that the President of the Association is the focus, the vice-president shall appoint the three-member committee and chair Executive Board sessions. The affected member may be allowed to present mitigating information to the Executive Board.

### **ARTICLE III**

#### **THE EXECUTIVE BOARD/EXECUTIVE COMMITTEE**

##### **Section 1. Executive Board**

- (1) The management of the business and affairs of this Association shall be vested in the Executive Board which consists of seventeen (17) voting members as follows: President, Immediate Past President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Treasurer and twelve (12) District Directors. The SACOP Representative and the Executive Director shall be non-voting members of the Executive Board.
- (2) The District Directors are comprised of one director from each of the twelve (12) districts as defined as follows:

**District #1**  
Carter  
Cocke  
Greene  
Hawkins  
Johnson  
Sullivan  
Unicoi  
Washington

**District #2**  
Blount  
Claiborne  
Grainger  
Hamblen  
Hancock  
Jefferson  
Knox  
Sevier  
Union

**District #3**  
Anderson  
Campbell  
Cumberland  
Fentress  
Loudon  
Morgan  
Roane  
Scott

**District #4**  
Bledsoe  
Bradley  
Hamilton  
McMinn  
Meigs  
Monroe  
Polk  
Rhea

**District #5**  
Cannon  
Clay

**District #6**  
Coffee  
Franklin

**District #7**  
Cheatham  
Davidson

**District #8**  
Bedford  
Giles

<b>DeKalb</b>	<b>Grundy</b>	<b>Robertson</b>	<b>Lawrence</b>
<b>Jackson</b>	<b>Marion</b>	<b>Rutherford</b>	<b>Lewis</b>
<b>Macon</b>	<b>Sequatchie</b>	<b>Sumner</b>	<b>Lincoln</b>
<b>Overton</b>	<b>Van Buren</b>	<b>Trousdale</b>	<b>Marshall</b>
<b>Pickett</b>	<b>Warren</b>	<b>Williamson</b>	<b>Maury</b>
<b>Putnam</b>	<b>White</b>	<b>Wilson</b>	<b>Moore</b>
<b>Smith</b>			

<b><u>District #9</u></b>	<b><u>District #10</u></b>	<b><u>District #11</u></b>	<b><u>District #12</u></b>
<b>Benton</b>	<b>Decatur</b>	<b>Carroll</b>	<b>Chester</b>
<b>Dickson</b>	<b>Hardin</b>	<b>Crockett</b>	<b>Fayette</b>
<b>Henry</b>	<b>Henderson</b>	<b>Dyer</b>	<b>Hardeman</b>
<b>Houston</b>	<b>Hickman</b>	<b>Gibson</b>	<b>Haywood</b>
<b>Humphreys</b>	<b>McNairy</b>	<b>Lake</b>	<b>Lauderdale</b>
<b>Montgomery</b>	<b>Perry</b>	<b>Obion</b>	<b>Madison</b>
<b>Stewart</b>	<b>Wayne</b>	<b>Weakley</b>	<b>Shelby</b>
			<b>Tipton</b>

**The District Directors should notify the Executive Director of any vacancies (chief of police) in their district.**

- (3) The President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, and the twelve (12) District Directors shall be elected at the annual conference of the Association.
- (4) The Executive Board, Executive Committee, Treasurer and SACOP Representative shall be given their oath during the **annual** conference.
- (5) The SACOP Representative and Treasurer shall be elected each third year at the annual conference of the Association.
- (6) No members shall hold more than one office at a time. The President and Vice Presidents shall serve a single term in their respective office. The Treasurer and SACOP Representative shall serve for a three (3) year term to begin at the annual swearing in ceremony. Additionally, the Treasurer and SACOP Representative shall serve in this position for no more than two (2) consecutive terms.

## **Section 2. The Executive Committee**

*As Revised and enacted January 1, 2003  
Amended December 8, 2006*

The Executive Committee shall consist of the President, the Vice Presidents, Treasurer, the Executive Director and the immediate Past President. The Executive Committee shall oversee the general supervision of the affairs of the Association between regular business meetings; fix the hour and place of the business meetings; make recommendations to the **Executive Board**; shall cause an audit to be performed **at least yearly**; and shall be subject to the orders of the Association and none of which (the Executive Committee) shall conflict with actions taken by the Association.

**TENNESSEE ASSOCIATION OF CHIEFS OF POLICE**

**OATH OF OFFICE**

I, \_\_\_\_\_, do solemnly swear (or affirm) that I possess all the qualifications required for the duties of \_\_\_\_\_ as mandated by the Charter of the Tennessee Association of Chiefs of Police, and that I will support the Constitution and will obey the laws of the United States and of the State of Tennessee; that I will, in all respects, observe the provisions of the by-laws of the Tennessee Association of Chiefs of Police; and that I will faithfully discharge the duties of \_\_\_\_\_ to the best of my abilities.

(Officer being sworn)

SWORN TO AND SIGNED BEFORE ME THIS DATE

\_\_\_\_\_ 20\_\_\_\_.

(Individual taking statement)

**ARTICLE IV**

## **Organization**

### **Section 1. Qualification**

The President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, and the twelve (12) District Directors shall be elected from the active or active life membership yearly at the **annual conference** of the Association. The Treasurer shall be elected every three years at the annual conference.

### **Section 2. Nominations**

- (1) The Nominating Committee shall consist of all active life Past Presidents of the Association and shall meet at a regularly scheduled meeting at least one (1) month prior to the annual conference election and nominate one (1) eligible candidate for each of the seventeen (17) offices of the Association. The President has the option of adding to the committee as necessary. The President may name any member to be the Chair of the Nominating Committee. To be eligible as a candidate for any elective offices of this Association, a member must be an active or active life member at the time of nomination and shall have been a member in good standing of this Association for a minimum of two years at the time of nomination. Eligible candidates for the offices of President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President and Treasurer shall be active members. Eligible candidates for each of the twelve Director's offices must be active or active life members of a department located in the districts that they are nominated to represent. The At-Large SACOP Representative shall be an active or active life member.

Nominations, other than those of the Nominating Committee, may be made from the floor by active members at the same regularly scheduled meeting. No member of the Nominating Committee shall be eligible for nomination to the office of President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President or Treasurer of the Association.

- (2) If, for any reason, between the nominating meeting and the election meeting, there becomes an office(s) on the Board without a nominated candidate, both nomination and election for those affected positions shall be held in accordance with these by-laws.

### **Section 3. Election**

Elections **should** be accomplished at the annual conference, by allowing the nominees for each position of office to vote and then leave the room and immediate area. While the nominees for the individual elective office are outside the immediate area, a vote by a show of hands will be held with only active and life members in good standing, voting. At the conclusion of the vote for one elective position, those nominees will be summoned back into the room and the nominees for the elective office to be voted on will be allowed to vote for their position and then they will leave the room and the immediate area while the other eligible Association members will vote on that position by a show of hands. This procedure shall be repeated for each elective position until all positions are filled.

The **Sergeant-At-Arms** will be responsible for conducting the elections and tallying, and recording the number of votes for each nominee, which shall become a part of the minutes for that business meeting. In the event that no nominee received a majority of the vote for a particular office, another ballot shall be taken for that particular office, until one nominee receives a majority of the votes and shall then be declared elected to that position or office.

If there is more than one nominee for any position, a secret written ballot may be taken if a proper motion is made, it is seconded, and if a majority of the voting members vote, by a show of hands, to elect through the secret written ballot process. The motion and vote to have a secret written ballot must take place prior to the election for any office, and if the majority of the members vote to have a secret written ballot, then all offices or positions open for election at that time will be written in, or marked on the same ballot. The nominee receiving a majority of the votes for his/her office or position shall be declared elected.

In the event of a secret written ballot election, any eligible active member of the Association may be written in as a candidate for any elective office regardless of whether or not they were previously nominated. It shall be the duty of the Executive Director, or, in his/her absence, the chairman of the Nominating Committee, to certify that only eligible voters are allowed to vote in an election.

#### **Section 4. Vacancies**

If it should become necessary to fill the office vacated by an officer, the Executive

Committee shall first declare the office vacant. The Executive Committee, with the approval of the Executive Board shall then appoint an active member who meets all the qualifications outlined in these by-laws, to fill the vacancy until the next regular election of the Association.

If the office of President becomes vacant, the 1<sup>st</sup> Vice President shall ascend automatically to the office of President. If the office of 1<sup>st</sup> Vice President becomes vacant, the 2<sup>nd</sup> Vice President shall ascend automatically to the office of 1st Vice President and then the 2<sup>nd</sup> Vice President office shall be declared vacant and then filled by the Executive Committee as previously described in this Section.

### **Section 5. Term of Office**

If during the term of a director on the Board retires from their respective agency, the board members may fulfill the remainder of his/her term or resign the position. In order to serve out the remainder term, the director must be in good standing with his agency upon his retirement.

## **ARTICLE V**

### **Duties of Officers**

#### **Section 1. President**

The President shall be the presiding officer at all Association meetings and shall act as Chairman of the Executive Board. He/she shall appoint such standing and regular committees as are needed and approved by the Executive Committee. The President shall also perform such duties as are assigned to him/her by a majority vote of the Executive Board. In addition, the President shall be in charge of all official social functions of this Association and is authorized to utilize the services of the Vice Presidents and Executive Director and such committee members as necessary for assistance at such functions. The President shall have one vote on decisions made by the Executive Board. The President will initiate Board Review of the Association's adopted Strategic Plan for the purpose of revising the plan as deemed appropriate by the Board.

#### **Section 2. 1<sup>st</sup> Vice President**

The 1<sup>st</sup> Vice President shall perform all duties of the President in his/her absence and may be assigned other special duties as needed by the President. The 1<sup>st</sup> Vice President

shall have one vote on decisions made by the Executive Board.

**Section 3. 2<sup>nd</sup> Vice President**

The 2<sup>nd</sup> Vice President, in conjunction with the treasurer, shall conduct regular inspections of Association financial records and assure Association accounting procedures are followed. The 2<sup>nd</sup> Vice President shall also perform any other special duties assigned by the President. The 2<sup>nd</sup> Vice President shall have one vote on decisions made by the Executive Board.

**Section 4. Treasurer:**

The Treasurer shall be the chief financial agent of the Association and shall exercise authority in financial matters in accordance with this constitution and the By-laws and directions of the Board of Directors. The Treasurer shall be responsible for establishing controls, policy and procedures for the receiving and disbursement of all funds, securities and other fiscal properties belonging to the Association. The Treasurer, subject to the approval of the Executive Board, may determine the manner of depositing and safeguarding such funds and securities. Subject to the final approval of the Executive Committee, the Treasurer shall prescribe the system of financial records keeping, receipt and disbursement of funds to the Executive Director; and cause the production of periodic financial statements to the Board of Directors and the general membership as needed. The Treasurer shall act as the Chair of the Finance Oversight Committee.

**Section 5. SACOP Representative**

The Association shall elect a member to represent the Association at all SACOP functions. The SACOP Representative must be an active member of the Association two consecutive years prior to being elected to the office. The term of office shall be for three consecutive years. The SACOP is a member of the Executive Board but shall not have a vote on decisions made by the Executive Board.

**Section 6. Immediate Past President**

The Immediate Past President shall serve as a voting member of the Executive Board for a year following his term of office to provide continuity of the Association's business.

The Past President shall have one vote on decisions made by the Executive Board.

**Section 7. District Directors**

District Directors shall maintain communication with all law enforcement officials located in their district, recruit **new members**, act as liaison between their district and the Executive Board, promote the values and mission of the Association and advise the Executive **Director** of matters of interest occurring in their district. A District Director shall have one vote on decisions made by the Executive Board.

**Section 8. Sergeant-At-Arms**

Appointed by the President, it shall be the duty of the Sergeant-At-Arms to ensure the security and civility of all meetings of this Association as to credential and identifications of participants, and orderliness of the members. Further, he/she shall be the official tally clerk for votes taken at said meetings. The Sergeant-At-Arms shall appoint such aids as he/she deems necessary to fulfill the duties described above. In the absence of the Sergeant-At-Arms at any meeting, the President shall appoint an alternate to assume his/her duties. The Sergeant-At-Arms will serve as the chair of the Sergeant-At-Arms committee.

**Section 9. Parliamentarian**

Appointed by the President, the Parliamentarian shall address procedural issues of the TACP upon request of the President; review the need for changes in the By-laws annually with the Executive Committee; present formal statements of proposed changes to the Executive Committee and the membership and chair the By-laws Committee.

**Section 10. Other Committees**

The President can create such other committees as are, in his/her discretion, required from time to time to undertake and accomplish the business of the Association; provided, however, the duration and purpose of such other committees shall be determined in writing and all such committees shall automatically expire upon completion of their predetermined durations. The President shall have the authority to select members of such other committees and name the chairpersons thereof.

## **ARTICLE VI**

### **Executive Director**

#### **Section 1. Authority**

The Executive Director position is created to be the administrative manager for the Association and to oversee the day-to-day business of the Association. The activities and authority of the Executive Director will be controlled by this constitution and by a set of policies, rules and guidelines approved by the Executive Board.

#### **Section 2. Term**

This position is an at-will position. Under state law, the appointment should be considered for a two-year term, but may be ended at any time upon majority vote of the Executive Board and confirmed by the voting membership.

#### **Section 3. Selection**

- (1) Candidates seeking the office shall submit a resume to the Executive Committee.
- (2) The Executive Committee shall investigate and recommend to the Executive Board the best candidate for the position based on qualifications outlined in the Executive Director's job description.
- (3) The selection shall be presented for confirmation by majority vote of the active membership voting at a regularly scheduled business meeting.

#### **Section 4. Compensation**

- (1) The individual appointed to this position will be compensated at an annual rate determined by the Association payable at 1/12 per month, plus expenses. The salary plus expenses will be paid monthly.
- (2) Compensation is subject to annual review and recommendation to the Association as necessary by the Executive Board. The Treasurer shall be responsible for ensuring that this review requirement is satisfied.

**Section 5.     Responsibilities**

The Executive Director, subject to policies, rules and direction of the Executive Board, shall have duties and responsibilities including but not limited to:

1. Serving as secretary of the meetings of the Association and the Executive Board.
2. Giving due notice of all such meetings and keeping the official minutes thereof.
3. Maintain the records, files and library of the Association and handle its general correspondence.
4. Conduct a continuous effort to increase all classifications of membership.
5. Conduct a continuous effort to increase the revenues of the Association.
6. Prepare an annual budget of the Association for consideration and approval by the Executive Board, keep complete accounting records of all monies, funds or other fiscal properties owed to the Association and of expenditures by the Association in accordance with policy and procedures established by the Treasurer and Executive Board, and to maintain custody of, collect, deposit and expend funds due the Association.
7. Direct the preparation and distribution of all publications as the Association may publish or sponsor.
8. Assist the committees of the Association by furnishing them with technical information and assisting in the preparation of their reports.
9. Supervise such research programs or special studies as the Executive Board may prescribe.
10. Perform such duties as may be assigned by the President or the Executive Committee.
11. Shall hire, manage and supervise all Association staff employees with the Executive Committee having the final word in all disciplinary related matters.
12. Shall plan, organize and execute meetings and an annual conference and ensure that all vendors are treated equitably.
13. Shall act appropriately as a representative and liaison of the TACP.

In order to perform the foregoing duties, the Executive Director may employ such staff and incur such other expenses, as the Executive Board, in its budget, shall authorize.

## **ARTICLE VII**

### **Executive Board**

#### **Section 1. Duties**

The Executive Board shall consist of the President, Executive Director, SACOP Representative, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Immediate Past President, **Treasurer** and twelve District Directors. All members of the Executive Board shall have one vote on matters decided by the Executive Board except for the Executive Director and the SACOP who are non-voting members.

The Executive Board shall be the governing body of the Association and shall have authority to take all appropriate measures and perform all duties required to accomplish the objectives of the Association.

The Executive Board shall issue rules establishing a formal procedure for the conduct of the business affairs of the Association in accordance with the rules of the by-laws. Such rules shall include membership procedures, budgeting of funds, order of business and such other rules as determined to be of interest to the Association.

#### **Section 2. Meetings**

The Executive Board shall meet at least quarterly and at other times as deemed necessary by the President of the Association and may make decisions on any phase of operation which is not specifically reserved to action by the Association members.

#### **Section 3. Membership Review**

All actions of the Executive Board are subject to review and ratification of the general membership. Such actions shall be presented for ratification at the first scheduled membership meeting following the Executive Board Meeting.

Ratification is by simple majority of active members voting at the business meeting.

## **ARTICLE VIII**

### **Meetings**

#### **Section 1. Time and Location**

The Association will meet every other month at such time and location as determined by the Executive Board. The President, with the assistance of the Executive Board and the Association training committee, will determine the Association's program and agenda prior to the Association meeting. Each meeting will encompass training for the professional development of the members.

#### **Section 2. Annual Conference**

There shall be an annual conference, at which time officers shall be elected. The time and location will be approved by the Executive Board. The Executive Board shall be given their Oath of Office during the annual conference. The swearing in at the annual meeting is the start of the year for newly elected officers.

#### **Section 3. Special Called**

Special meetings may be called by the President of the Association.

#### **Section 4. Rules of Order**

The procedure at all regular and special meetings of the Association shall be governed by *Robert's Rules of Order*.

#### **Section 5. Quorum**

Executive Board: A quorum shall be a simple majority of the Executive Board. In the absence of a quorum, the members present may adjourn or continue as a non-business meeting until a quorum is present.

Business Meeting: A quorum shall be a simple majority of eligible voting members at the meeting. In the absence of a quorum, the members present may adjourn or continue as a

non-business meeting until a quorum is present.

## **ARTICLE IX**

### **Committees**

#### **Section 1. Appointment**

At the first meeting of the Executive Board following the election of officers, committees shall be designated by the President. The President can form such committees, as necessary, to accomplish the mission of the Association. Individuals must be TACP members in good standing in order to serve as the chair or co-chair person of a committee. Civilians may serve on a committee with the approval of the Executive Committee.

#### **Section 2. Standing Committees**

- (1) Committees or Possible Committees:
  - a. Awards Committee
  - b. Futures Committee
  - c. Training Committee
  - d. Legislative Committee
  - e. Nominations/Elections Committee
  - f. Fundraising/Development/Membership Services Committee
  - g. Police Image, Ethics and Professional Standards Committee
  - h. Financial Oversight Committee
  - i. Strategic Planning Committee
  - j. Annual Conference Committee
  - k. By-laws Committee

Other committees, as deemed necessary by the President, may be formed.

Appointments of committee members by the President will be for a period of one (1) year. The President will appoint the committee members annually and shall make appointments to fill vacancies occurring during that year.

## **ARTICLE X**

### **Collection and Disbursement of Funds**

**Section 1. Responsibility**

- (1) It shall be the responsibility of the Executive Director to diligently collect all fees payable to the Association and to promptly pay all obligations incurred by the Association. All bills, vouchers and other evidence of debt shall be approved by the Treasurer and Executive Committee.
- (2) All records of credits and debits shall be retained by the Executive Director and Treasurer.
- (3) All financial status reports shall be given to the Executive Board by the Executive Director at each of their regular meetings.

**Section 2. Expense Accounts**

All expenses incurred by a member of the Association, for which disbursement is to be made by the Association, shall be submitted to the Executive Director. If the expense is proper, he/she shall present it to the Executive Committee for their approval.

**Section 3. Audit**

At least once each fiscal year, an audit of the Association's financial records shall be conducted by a certified auditor. A report of this audit shall be made by the Executive Director and Treasurer at the next regular meeting of the Executive Board.

**ARTICLE XI**

**Order of Business**

**Section 1. Protocol**

The following order of business shall be followed during the business sessions of the meetings of the Association:

- (1) Call to order

- (2) Reading of minutes of previous meetings
- (3) Report of Executive Director
- (4) Report of the President
- (5) Treasurer's Report
- (6) Committee Report
- (7) Old Business
- (8) New Business
- (9) Adjournment

## **ARTICLE XII**

### **Distribution of Association Material**

#### **Section 1. Documents**

It shall be the responsibility of the Executive Director of this Association to see that each active and life member of this Association receive an up-to-date membership roster, at least once each year, listing the members by full name, rank, department, county and district; and contact information. In addition, each active and life member shall receive a copy of the Association's By-laws, upon being accepted to membership, and a new copy of the Association's By-laws immediately after any amendments have been made.

## **ARTICLE XIII**

### **Amendment**

**Section 1.     Presentation and Ratification of by-laws**

These by-laws may be amended by the affirmative vote of the majority of the members present and eligible to vote at the Business Session of any meeting of the Association provided that the proposed amendment which may be filed by one or more members of the Association with the Executive Director, shall have been submitted at least thirty (30) days prior to the meeting at which it is to be offered for initial consideration. The Executive Director shall reproduce the amendment and notify the membership of the Association thereof either by mail or by publication at least thirty (30) days before such meeting. The Executive Director shall reproduce the amendment and notify the Executive Board of the receipt of the proposed changes. The Executive Board shall study and consider the proposed amendment and shall report its recommendations to the Association. At the next scheduled meeting following the Executive Board report, the membership shall vote on amendments/changes.