



Arizona Law Enforcement Canine Association By-Laws

Article:

This association shall be referred to as the Arizona Law Enforcement Canine Association.

Objectives:

To promote and assist in the utilization of police service dogs in the prevention and detection of crime.

To promote educational programs in relation to the utilization of police service dogs in law enforcement.

To provide assistance to law enforcement agencies wishing to implement police service dogs in law enforcement.

Membership:

K-9 Membership – any commissioned law enforcement officer (municipal, county, state, federal, military, etc.) affiliated with the utilization of police service dogs. Members who handle police service dogs for agencies listed, but are not employed full time for the same shall file a letter describing the departmental policy and intent of the utilization of member and canine. K-9 members may vote, hold office, and obtain certification.

Associate membership – 1) any commissioned law enforcement officer not affiliated with the utilization of police service dogs. 2) A non-commissioned person who trains police service dogs for established law enforcement agencies. (Resume of training credentials and agency references shall be available upon request of the Arizona Law Enforcement Canine Association). Associate members may not vote and/or hold office.

Honorary membership – a former K-9 member who is retired from an established law enforcement agency in good standing. Also, individuals who graciously support Arizona Law Enforcement Canine Association with the permission of the Executive Board of Directors, honorary members may not vote and/or hold office.

Corporate membership – any business or person/s not affiliated with law enforcement agencies, but who wish to promote and assist Arizona Law Enforcement Canine Association. Corporate members may not vote and/or hold office.

Membership shall be renewed annually. Dues for membership shall be determined by majority vote of the membership.



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Officers

The officers of the ALECA shall consist of a President, Vice-President, Secretary, and Treasurer. The officers shall hold office until their successors are duly elected and installed.

The officers shall be elected for a term of four (4) years.

The elected officers shall be installed immediately following their election.

The Executive Board and offices of the association cannot be made up with more than two representatives from any one agency.

Those members of the Executive Board, who during their term of office no longer would qualify as a Regular Member because of reassignment, promotion, advancement or other non-disciplinary reason, may serve out his current term, but may not be re-elected unless he becomes again eligible for regular membership.

President – the president shall call and preside at all regular and special meetings. He shall see that bylaws, rules and regulations are obeyed. He shall have the power to appoint committees and serve as chairman of same. He shall perform such other duties as are usual and incidental to the office of president, not disregarding the popular vote of the membership. He shall appoint officer in pro-tempore in the event of absence. If an office is vacant through individual and/or acts of God, the president shall appoint a member to said vacancy for duration until the next scheduled membership meeting. The president shall cast the deciding vote in the case of a tie.

Vice President – the vice president shall actively assist and support the president in his duties and shall be president pro tempore in his absence and shall assume all duties and responsibilities of that office. He shall be required to attend, with the president, all hearings, committee meetings, conferences, etc., to which the president is required and/or expected to attend in the interest of an/or on behalf of the members of this association in order that he may be as informed of all matters concerning the association as is the president. In the event of a vacancy in the officer of president during the elective term, he shall succeed the officer for the remainder of the unexpired term.

Secretary – it shall be the duty of the secretary to accurately record the proceedings at meetings and read the minutes of the previous meetings and read all communications. They shall call the roll of the officers and note any absentees. The secretary shall communicate and correspond with all persons and organizations, both within and outside the Arizona Law Enforcement Canine Association, relative to the executive board business. The secretary shall keep a record of all members, the standing of each and their date of admission and termination. The secretary shall receive all monies in the absence of the treasurer. It shall be the responsibility of the secretary to file charter prior to April 15.



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Treasurer – it shall be the duty of the treasurer to collect all monies due this association, giving receipt thereof. The treasurer shall keep a suitable set of books of record of same. The treasurer shall deposit all monies of this association in a bank designated by the executive board. The treasurer shall render statements in detail at each meeting of this association, showing receipts and reimbursements in full to date and the monies in the treasury. The treasurer shall draw all checks or other obligations authorized by the president, executive directors and attested to by the executive board and attested to by the secretary, including the payments of all benefits. The treasurer's account books, as well as all papers in the treasurer's custody, shall be open for inspection and examination by the executive board members. The treasurer shall no lend or invest any of the funds except when duly authorized by the executive board and board of directors.

Board of Directors – the board of directors shall act as agents of the executive board. The board of directors shall consist of four (4) members – two (2) K-9 members, current/past president, and one (1) alternate K-9 member. One (1) director shall be elected on odd numbered years and on (1) director shall be elected on even numbered years. The alternate directors shall be elected annually. The past president shall act as director for on (1) two-(2) year term. The board of directors shall act as agents of the executive board in all financial transactions between the committee and all other institutions and individuals. They shall designate the bank/s and/or other institutions in which the treasurer shall deposit such monies in the general fund as the treasurer may have on hand from time to time. They shall, in conjunction with the treasurer, have custody of all bonds and other securities which shall be deposited in a safe deposit box in some reliable institution and shall not be withdrawn there from except in the presence of the treasurer and at least one member of the board of directors. The directors shall be the custodians of all bonds of officers and properties of the executive boards. They shall arrange for an annual audit for the year ending December 31 and submit this financial statement at a regular meeting. They are hereby authorized to employ the services of a certified public accountant at a reasonable fee, not to exceed \$1000.00 to prepare this annual audit and report. The alternate member of the board of the directors shall attend all meetings of that board and shall, in the absence of a regular member, act in their place. They shall cause to be made an audit of all books, accounts, funds, etc., of any and all officers.

The Arizona Law Enforcement Canine Association may not pass any amendment and/or rule if it is in direct conflict with the articles of incorporation. It shall be the duty of the by-laws committee, which consists of three (3) members appointed by the president, to codify all proposed amendments, changes and deletions to the by-laws. All proposed changes, additions, and/or deletions must be in writing to the by-laws committee and signed by at least two (2) K-9 members. The proposed changes shall be forwarded to the executive board. The executive board shall investigate same at the nearest meeting date. The board shall form a proposal, if possible, and send the proposal to the membership at the next scheduled meeting. The proposal shall have the majority of the membership's vote prior to any changes, additions, and/or deletions.



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Other regular members and associate members of this association shall be eligible to vote on policy and making rules of this association.

Regardless if any amendment, addition or deletion is passed unanimously; it shall be null and void if it is in direct conflict with the articles of incorporation.

All members shall conduct themselves in a manner respectable to the dignity of this association.

Order of business:

Call the meeting to order

Roll of officers

Read the minutes

Report of the secretary

Report of the treasurer

Report of the officers

Unfinished business

New business

Good of the association

Adjournment

Rules of order:

Any member desiring the privilege of the floor shall rise and address the chair.

No member shall be allowed to speak until properly recognized by the chair.

No question can come before the meeting unless properly recognized by the chair.

No subject laid on the table shall be taken up again during the same meeting, unless it was so understood when disposed of.



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Any member may appeal to the membership a decision of the chair when the question shall be stated, "Shall the decision of the chair be sustained?" It shall be decided by 2/3 vote of the votes cast.

All members shall respect the members that have the floor.

Installation of new officers:

An installing officer, to conduct the installation of the newly elected officer of the executive board, shall be selected by the out-going president.

"Officers elect shall repeat after me and say, using your name where I do mine:

I, _____, having been duly elected an Officer of this Association in the Presence of almighty God and his company assembled, do hereby solemnly and sincerely promise and swear that I will, to the best of my ability in word and deed, without fear of favor, faithfully, honestly and with strict impartiality, carry out as an officer of this association, the principles of this association.

Now, by the power vested in me as installing officer of this association, I do hereby declare the officer elect legally installed and qualified to enter upon the discharge of their duties for the term ending _____, _____, or until their successors are duly elected and installed."

- 1) Any officer may be removed for any violation of this provision of the by-laws or for any personal conduct that may bring discredit upon the association.
- 2) Charges for the impeachment of any officer may be initiated by any two (2) members in good standing or a complaint committee presented in writing before the membership at a regular meeting for final action. The accused officer will be given a copy of the charges against them and notified of the meeting at which their trial will be held, not less than ten (10) days prior to the meeting. The accused shall be given the right to present evidence on their behalf at this meeting. Upon the order of 2/3 of the members present at the regular meeting hearing charges of impeachment against the officer, the accused shall be removed from office and never again hold any office of the association. The same evidence may be used later for suspension or revocation of membership.

Dissolution of the Organization:

Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.