



**IACP**<sup>®</sup>  
International Association of  
Chiefs of Police

# **RULE & POLICY MANUAL**

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# RULE1: ASSOCIATION GOVERNANCE

## Association Headquarters

The Association shall maintain a permanent headquarters which, shall serve as the official seat of business for the conduct of affairs of the Association and for housing the official files of the Association. The office shall be located in Washington, D.C., or vicinity, in such quarters as may be designated by the Board of Directors. Except as may be otherwise provided by the Board of Directors, all business transactions of the Association shall be administered through the headquarters.

## Governance of Headquarters

The Executive Director/Chief Executive Officer shall serve as the responsible agent of the Executive Board and Board of Directors in the conduct of the business of the Association and shall be accountable to it for faithful performance of such duties.

## IACP Executive Board

The Executive Board is comprised of 15 members: President; Immediate Past President; four Vice Presidents; two Vice Presidents at Large; Vice President-Treasurer; International Vice President, the General Chairs of SACOP, S&P, and MSA; the Parliamentarian; and the Executive Director/Chief Executive Officer.

The Executive Board has many of the same duties and responsibilities of the Board of Directors except at the annual conference and at times when the Board of Directors is in session. These responsibilities include having the authority to take all appropriate measures and perform all duties required to accomplish the objectives of the Association.

The Association pays for all reasonable travel costs associated with participating in the various duties associated with serving on the Executive Board. For FY 21, when the Immediate Past President is serving as head of delegation on IACP travel outside of the United States the Association may, with approval of the IACP President, pay for a guest (via the Executive Board budget) to accompany them on any official IACP business.

All Executive Board Members, with the exception of the Parliamentarian and the Executive Director/Chief Executive Officer, are voting members.

## The Role of the President

The President chairs the Executive Board and the Board of Directors. The President is responsible to the Board of Directors for the functioning of all committees and Sections. IACP Presidents can serve only one term of office. The President serves from inauguration during the Annual Banquet through the inauguration of the next President at the IACP Annual Conference.

The President is responsible for the appointment of members of the Board of Directors. When making these appointments, the President shall take into consideration the make-



up of the Board of Directors including, but not limited to, geographic diversity, agency size, section expertise and other demographic factors as appropriate.

The President regularly, but not always, acts as the spokesperson of the IACP. This includes addressing national and international forums, news media, providing testimony before Congress and other public forums, delivering speeches and comments to formal groups, and representing the law enforcement profession through official statements, comments, and letters from the Association.

The President receives an annual budget to pay for travel associated with the above duties. The President may pay for a guest (via the president's budget) to accompany them on any official IACP Business.

## **Immediate Past President**

The Immediate Past President serves as a counselor and advisor, provides historical perspective and context, and oversees the development of special projects as assigned.

## **Vice Presidents**

Vice Presidents in succession seats are elected by the membership at the annual conference. Each year, they automatically ascend to the next highest seat until they serve as President of the Association.

Vice Presidents serve as Policy Council Chairs (oversight positions) for the various committees and Sections of the Association. They may represent the Association at various meetings and events, formal and informal as well as domestically and internationally.

Vice Presidents are expected to promote IACP programs and services to anyone who asks about IACP, especially when representing the President at meetings and events. Vice Presidents are often asked to serve on advisory groups as needed for programs and services of the Association.

## **Vice Presidents at Large**

Vice Presidents at Large are elected at the annual conference of the Association and serve for a three-year term until a successor is elected and installed. Vice Presidents at Large also serve as oversight positions for the various committees and Sections of the Association. They may represent the Association at various meetings and events, formal and informal as well as domestically and internationally.

Vice Presidents at Large are expected to promote IACP programs and services to anyone who asks about IACP, especially when representing the President at meetings and events. Vice Presidents at Large are often asked to serve on advisory groups as needed for programs and services of the Association.

## **International Vice President**

The members of the Global Policing Division select a General Chair and the General Chair serves a two-year term on the Board as the International Vice President.

The International Vice President presides at all Division meetings, having been voted into office by the Division. The General Chair is the spokesperson for the Division Board of Directors and acts as liaison between the Division membership and the Executive Board of the Association.

## **Vice President-Treasurer**

As chief financial agent of the Association, the Vice President-Treasurer has a wide range of responsibilities and obligations attendant to IACP's financial matters; including, but not limited to, oversight of the annual budget and annual independent audit, participating in regular site visits, and overseeing the finances of the Association.

## **Divisional General Chairs (S&P, SACOP, and MSA)**

The Divisional General Chairs are the chairpersons of their respective Division's Board of Directors and presides at all Division meetings, having been voted into office by the Division. The General Chair is the spokesperson for the Division Board of Directors and acts as liaison between the Division membership and the Executive Board of the Association.

## **Parliamentarian**

The Parliamentarian is appointed by the President to meet and serve on the Executive Board and the Board of Directors in an advisory, non-voting capacity. The Parliamentarian should have a working knowledge of the IACP Constitution and this Rule and Policy Guide as well as of Robert's Rules of Order, especially in matters related to proper motions and amendments and should know who is eligible to make motions, amendments, and vote. The Parliamentarian should assist the president in recognizing Board Members who wish to speak in proper order. At the beginning of each meeting, the Parliamentarian should inform the President if there is a quorum present.

The Parliamentarian may attend state association meetings, or other meetings, as a representative of IACP at the request of the President.

The Parliamentarian may consult with IACP legal staff when necessary.

## **Executive Director/Chief Executive Officer**

The Executive Director/Chief Executive Officer is employed by the Board of Directors and, like the Parliamentarian, serves on the Executive Board and the Board of Directors Committee in an advisory non-voting capacity.

## **Expected Commitments of Executive Board Members**

All Executive Board Members are expected to participate in monthly Executive Board conference calls, attend three Executive Board and Board of Directors Meetings annually, attend one Executive Board Strategic Planning Session annually, represent IACP at various meetings and events both domestically and internationally, serve as a Policy Council Chair, and participate in strategic planning for the Association.

## **Responsibilities and Authority of Executive Director/Chief Executive Officer**

All duties essential to conducting the work of the Association, that are not vested by the IACP Constitution or Rules in other officers, are charged to the Executive Director/Chief Executive Officer. The headquarters shall be under the supervision of the Executive Director/Chief Executive Officer.

### **Appointment of Directors**

The Executive Director/Chief Executive Officer shall appoint directors for the efficient management of the affairs of the Association. Such persons so appointed shall serve at the pleasure of the Executive Director/Chief Executive Officer.

### **Executive Director Employment Contract/ Performance Review**

The Executive Director/Chief Executive Officer shall serve at the pleasure of the Board of Directors and be employed by the Association pursuant to the terms of an employment contract approved by the Board of Directors. The contract shall include an annual performance review. The First Vice President shall be responsible for ensuring that this review requirement is satisfied and shall conduct a poll of the Executive Board for opinions as to the performance of the Executive Director/Chief Executive Officer. The performance review shall be presented to the Board of Directors for review and approval and then discussed with the Executive Director/Chief Executive Officer along with the Executive Board.

### **Hiring of Staff**

The Executive Director/Chief Executive Officer may arrange for the employment or designation of such persons, and for securing such services as are required in the conduct of the affairs of the Association, and for which budgetary authorization has been made by the Board of Directors.

Subject to the policies and directives of the Executive Director/Chief Executive Officer, the directors may solicit grants and contracts for services performed on behalf of the Association. Directors may, when so designated by the Executive Director/Chief Executive Officer, act in the Executive Director/Chief Executive Officer's stead with all authority of the Executive Director/Chief Executive Officer's office.

### **Provision of Employee Vacation and Sick Leave**

The Executive Director/Chief Executive Officer may allow vacation and sick leave to regular employees in accordance with prescribed regulations. The Association shall comply with all federal and local statutes and regulations regarding Family Medical Leave, Military Leave, and other leaves required under applicable statutes and laws.

### **Joint Projects**

The Executive Director/Chief Executive Officer may arrange for joint research projects, publications, administrative assistance, and participation in conferences to the end that the mission of the Association may be more fully realized.

## RULE 2: OVERVIEW OF INCOMING PRESIDENT ROLES AND RESPONSIBILITIES

### Appointment of Committee Chairs and Members

The incoming President is responsible for appointing each Committee Chair to a one-year appointment. The appointment process begins in the spring, with the incoming President working with the Executive Director/Chief Executive Officer to identify outgoing Chairs or other changes to enhance members' leadership opportunities within the Association. All Committee Chairs are required to be IACP Members in good standing.

The process is as follows:

- Incoming President determines if the Chair should continue or be replaced as Committee Chair;
- Appointment letters are sent to the incoming Chairs of each committee along with a current Committee Roster for review.
- Incoming Committee Chair submits recommendations to staff and Policy Council Chair.
- Policy Council Chair provides input to the incoming President.
- Incoming President reviews final recommendations, makes necessary changes, and has final appointment authority.

The Committee Rosters are established in such a way that a third of the committee membership turns over annually. Each appointee to a committee is appointed for a term of up to three years. A committee member may be appointed for a second and third three-year term. Depending on when the appointment to the committee occurs, some appointments may be made for one, two, or three years, depending on the vacant position. This process supports the greatest opportunity for involvement on a committee by the Association membership.

## RULE 3: ETHICS AND CODE OF CONDUCT

The International Association of Chiefs of Police is firmly committed to the principle that law enforcement officers must adhere to and maintain the highest standard of ethics.

### IACP Board of Directors

The International Association of Chiefs of Police (IACP) has adopted the following Code of Conduct that all Board Members are required to sign on an annual basis.

### Prohibition Against Private Inurement and Procedures for Managing Conflicts of Interest

No member of the Board of Directors shall derive any personal profit or gain, directly or indirectly, by reason of his or her service as a Board Member with the International Association of Chiefs of Police. Board Members shall conduct their personal or business affairs in such a manner as to avoid any possible conflict of interest with their duties and responsibilities as members of the Board. Nevertheless, conflicts may arise from time to time.

When there is a decision to be made or an action to be approved that may result in a conflict between the best interests of IACP and the personal interests of a Board Member, the Board Member has a duty to immediately disclose the conflict of interest so that the Board's decision-making process will be informed about the conflict.

Any Board Member's conflict of interest, including, but not limited to financial interests, shall be disclosed to the Board whenever the matter that creates the conflict of interest is a subject of Board action. There is an annual reporting procedure for every Board Member to identify and disclose potential conflicts of interest.

Financial Interest Defined: A person has a financial interest in a matter where:

- Such person, or a member of such person's immediate family, would receive, directly or indirectly, any economic benefit from any IACP transaction, or agreement, with the entity including, but not limited to having an ownership or investment interest in the entity.
- Such person, or a member of such person's immediate family, has a compensation arrangement, including receipt of direct or indirect remuneration, or substantial gifts from the entity or from any organization or individual that maintains a controlling interest in the entity.
- Such person has a potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the IACP is negotiating a transaction or agreement.
- Such person has accepted or will accept payments, loans, services, or gifts as defined from any person or entity doing or seeking to do business with the IACP.
- Such person is an officer, director, employee, or agent of any organization doing or seeking to do business with the IACP.

No Board Member having a conflict of interest in any matter shall vote or use his or her personal influence to affect the Board's decision on the matter, nor shall the Board Member be counted present in determining the quorum for the meeting.

All conflicts of interest that are disclosed to the Board will be made a matter of record in the minutes of the meeting in which the disclosure was made. The minutes shall also note that the Board Member having the conflict of interest was not present for any discussion of the matter, was not included in the count for the quorum, and abstained from the vote on the matter.

Every new Board Member will be advised of this policy during board orientation and all Board Members will be reminded of the Board Member Code of Conduct and of the procedures for disclosure of conflicts and for managing conflicts on a regular basis, at least once a year.

This policy shall also apply to any Board Member's immediate family or any person acting on his or her behalf.

## Prohibition Against Harassment

All officers and members of the Board of Directors are required to comply with, and are protected under, the policies and procedures set forth in the IACP Harassment and Sexual Harassment Policies.

## Confidentiality

Board Members are reminded that confidential financial, personnel, and other matters concerning the organization, donors, staff, or clients/consumers may be included in board materials or discussed from time to time. Board Members shall not disclose any documents that are marked confidential or any conversations that are held in executive session or deemed confidential to anyone.

## Active Participation

Board Members are expected to perform the duties and responsibilities of their positions with the highest degree of integrity, collegiality, and care. This includes

- Making attendance at all meetings of the board a high priority.
- Being prepared to discuss the issues and business on the agenda and having read all background material relevant to the topics at hand.
- Cooperating with and respecting the opinions of fellow Board Members, and leaving personal prejudices out of all Board discussions, as well as supporting actions of the Board even when the Board Member personally did not support the action taken.
- Putting the interests of the organization above personal interests.
- Representing the organization in a positive and supportive manner at all times and in all places.

- Showing respect and courteous conduct in all board and committee meetings.
- Refraining from intruding on administrative issues that are the responsibility of the IACP’s professional management, except insofar as is required to monitor the results and ensure that the procedures being implemented are consistent with IACP Board policy.
- Observing established lines of communication and directing requests for information or assistance to the Executive Director/Chief Executive Officer.

I, \_\_\_\_\_, recognizing the important responsibility I am undertaking in serving as a member of the Board of Directors of the International Association of Chiefs of Police, hereby pledge to carry out in a trustworthy and diligent manner the duties and obligations associated with my role as a Board Member and abide by this Code of Conduct. I understand that failure to abide by this Code of Conduct may result in my removal as a Board Member, pursuant to the requirements and processes provided in the organization’s governing documents.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Harassment**

One of the most important resources of the International Association of Chiefs of Police (IACP) is the staff of employees and volunteers who perform the day-to-day work necessary to carry out the Association’s programs and policies. Every person is entitled to be treated with respect and human dignity. Behavior that reveals or propagates the absence of such respect undermines effectiveness, can destroy morale and hurt the integrity of the IACP. Harassment based upon an individual’s perceived or actual race, color, religion, creed, national origin, age, gender, gender expression, disability, or sexual orientation, is behavior that reveals the complete absence of such respect and has destructive impacts upon the victims of such behavior and upon the IACP itself.

The IACP has zero tolerance for all forms of harassment, especially those expressly prohibited by the law. It considers such behavior in all its forms to be a serious offense that will bring serious consequences to the offending individual(s) because such behavior violates individuals’ fundamental human rights and dignity. The IACP’s commitment to zero tolerance of such behavior applies to every incident whether occurring on or off duty, on IACP property or at any off-site locations. It applies to all staff, supervisors, managers, directors, appointed or elected leadership, members, consultants, and contractors.

The IACP is committed to providing an environment free from all forms of harassment, especially those expressly prohibited by the law. Whenever it becomes aware of such behavior the IACP will investigate promptly, impartially, and thoroughly. If it finds that such behavior is occurring or has occurred, it will take such steps as are necessary to permanently stop the offensive behavior and to protect the victim.

“Sexual harassment” is a particularly serious form of harassment, and thus is discussed in greater detail below.

## IACP Sexual Harassment Policy and Procedures

### Covered Individuals

All IACP employees, contractors, consultants, and the Association's elected or appointed leaders are equally subject to, and protected by this policy, regardless of the perpetrators gender or sexual orientation.

#### Definitions:

Sexual harassment may include:

- Any offensive and/or unwelcome sexual invitations, whether or not the employee acquiesces to the invitation, and particularly when the perpetrator conveys an explicit or implied *quid pro quo* promise of continued employment or some other benefit or negative consequence of employment;
- Offensive and/or unwelcome conduct of a sexual nature, including sexually graphic spoken or written comments—or the possession of, display, or use of sexually suggestive objects, images, or graphics physically present in the workplace (including electronic displays of such); and
- Offensive and/or unwelcome intentional physical contact of a sexual nature, including the intentional and unwelcome or offensive touching of another's body, psychological harassment, or a course of conduct or series of incidents that can constitute sexual harassment even if one of the incidents considered on its own may not be harassing.

While sexual harassment can encompass a wide range of conduct, some examples of specifically prohibited conduct also include:

- Promising, directly or indirectly, a reward if the employee complies with a sexually oriented request;
- Threatening, directly or indirectly, to retaliate against an employee if the employee refuses to comply with a sexually oriented request;
- Denying, directly or indirectly, or threatening to deny an employment-related opportunity because the employee has refused to comply with a sexually oriented request;
- Persisting in making sexual or romantic advances toward an employee despite the employee's indication that such advances are unwelcome, or despite the employee's rejection of such advances;
- Deliberately creating an offensive environment, including the use of vulgar language of a sexual nature; gestures; indecent exposure; telling sexually explicit jokes; displaying, storing, or transmitting sexually explicit photographs or other materials; and the telling of sexual stories; or
- Intimidating, threatening, insulting, or belittling an employee because of the victim's actual or perceived gender, gender expression, or sexual orientation.



## Responsibilities of All Covered Individuals:

All IACP employees, contractors, consultants, and the Association's elected or appointed leaders are expected to:

1. Understand their rights and responsibilities under this policy;
2. Participate in all periodic training required by IACP;
3. Refrain from engaging in sexual or other forms of harassment, especially those expressly prohibited by the law, toward employees, superiors, subordinates, IACP members, consultants, or contractors;
4. Report sexual or other forms of harassment, especially those expressly prohibited by the law, whether committed by employees, superiors, subordinates, IACP members, consultants, or contractors or others occurring in or away from the workplace (including the IACP's offices or offsite);
5. If a covered volunteer leader feels subjected to, or observes, unwelcome, hostile or abusive conduct they should inform the Association Compliance Officer (IACP Vice President - Treasurer); if an IACP employee feels subjected to, or observes, unwelcome, hostile or abusive conduct they should inform their supervisor, a director, or the Director of Human Resources or their designee.
6. Fully cooperate, in good faith, in any inquiry or investigation of harassment, especially those expressly prohibited by the law.

### PART I. MEMBER INVOLVEMENT

Any instance of harassment involving either IACP members or appointed or elected leadership must be reported. If a covered volunteer leader feels subjected to, or observes, unwelcome, hostile or abusive conduct they should inform the Association Compliance Officer (IACP Vice President - Treasurer); if an IACP employee feels subjected to, or observes, unwelcome, hostile or abusive conduct they should inform their supervisor, a director, or the Director of Human Resources or their designee who will notify the Executive Director/Chief Executive Officer.

- The Association Compliance Officer (IACP Vice President - Treasurer) or Executive Director/Chief Executive Officer will notify the IACP President (or, if necessary, other members of the Board) about the complaint. Complaints alleging misconduct by an IACP member or its elected or appointed leadership will be investigated promptly and as confidentially as possible by a task force of the Board of Directors appointed by the Executive Board.
- The findings of the task force will be presented to the Board of Directors for review and action.
- Any member of the IACP or of its appointed or elected leadership whom the Board of Directors determines to have engaged in discriminatory or harassing conduct towards an IACP staff member or vendor, consultant, contractor or fellow IACP member may be temporarily or permanently removed from their elected or appointed IACP Office, suspended or expelled from membership in

the IACP, or may otherwise be disciplined as deemed appropriate by the Board of Directors.

## **PART II: IACP EMPLOYEES, CONTRACTORS AND CONSULTANTS**

### **Computer Messaging and Information Systems:**

Employees may not use the IACP's business equipment, internet or intranet, to generate or forward any email message, voice message, text, other electronic communication or graphic image that a reasonable person would regard as hostile, offensive or intimidating on the basis of the victim's gender or other protected characteristic.

Employees receiving such messages or other offensive messages, graphics, photos or pictures over the IACP's computer equipment are required to report them to their supervisors or other appropriate manager. Employees are reminded that the IACP's computers and the data generated on, stored in, or transmitted to or from the IACP's computers remain the property of the IACP for all purposes. The IACP retains the right to monitor its computers, computer systems, and networks to ensure compliance with this requirement. Also, the use of social media to engage in harassment of an employee, member, contractor, or consultant will also lead to discipline or other adverse consequence for the offender, regardless of whether the social media account was a personal, business or of any other kind of account.

### **Romantic Relationships:**

Romantic relationships between employees or between an employee and a supervisor, director, officer or member of IACP are not encouraged. However, if employees do engage in such relationship(s), they should report it to their supervisor or human resources

### **Obtaining a Remedy for and Protection from Harassment:**

If any employee believes that they have been subject to sexual or any other form of harassment, including any unwanted sexual attention by anyone covered by this policy, the employee should:

1. Say something - the employee is encouraged to inform the offending person(s) responsible for the conduct that the behavior is unwelcome and offensive and request that it cease. If the individual is uncomfortable with speaking with the offending person(s) they may ask another employee to witness the delivery of the request to cease the behavior.
2. If the conduct continues, or if the employee is uncomfortable confronting the responsible person(s) about the conduct, then the employee should contact the offending individual's supervisor, the employee's own supervisor, a director, or the Human Resources Department to report the incident as soon as possible. If the employee is off-site, they may step out of the meeting/room and contact the IACP Human Resources Department via phone, text or email. When reporting the incident, individuals should include the date, location and time of the incident, the name of the harasser, the situation, the names of any witnesses to the behavior, and what response (if any) the employee made to the behavior.

3. The reporting and remedial process is the same for all harassment complaints, whether external (i.e., by consultants, elected or appointed leaders, vendors, members, etc.) or internal (i.e., committed by IACP superiors, employees, temps, interns, fellows, etc.).

Likewise, employees who observe, or learn of hostile and/ or abusive conduct directed at others are required to report the conduct to the offending employee's supervisor, or to another supervisor or director, or to the Director of Human Resources.

*If an employee has any doubt as to whether the conduct is harassment, they should **report it.***

**IACP Supervisors and other Management Employees must:**

1. Act promptly and effectively to stop the identified hostile and/or abusive conduct of which they become aware;
2. Ensure that the person reporting the harassment is not subjected to retaliation for such reporting;
3. Ensure that their subordinates are aware of this policy, its requirements, and the methods for obtaining relief and protection from harassment, especially those expressly prohibited by the law;
4. Ensure that the workplace is free of sexual and all forms of harassment, especially those expressly prohibited by the law;
5. Notify the Executive Director/Chief Executive Officer, Human Resources Director, and other appropriate officials of reported or observed harassing conduct and of their efforts to remedy the conduct; and
6. Evaluate the performance of subordinate supervisors and managers under this policy.

**Interventions/Resolution(s):**

- Employees should immediately, directly and clearly express their disapproval to the offending individual about their sexually-oriented and/or harassing behavior. The employee should also follow with their supervisor or the Human Resources Department regarding the incident and/or behavior(s).
- A warning from the Executive Director/Chief Executive Officer, or designee, to an offending individual, combined with appropriate follow-up supervision, training, and monitoring of the offending individual's behavior may be sufficient to prevent or stop the harassment.
- Where the aforementioned interventions are not sufficient to stop the offensive behavior, or when the behavior is of such a serious nature formal corrective action, up to and including termination of the offending individual, will result. Any employee who feels uncomfortable informing his or her manager of such offensive behavior should contact the Human Resources Director.
- Regardless of the interventions taken, the IACP reserves the right to investigate and take other actions as appropriate.

### Should an investigation be deemed necessary:

#### Internal Investigations:

The Human Resources Director will conduct a prompt and thorough investigation in a timely manner.

- An investigation will include interviews with the complainant, the harasser, and all other relevant persons, including potential witnesses. In determining whether the alleged conduct constitutes sexual or another form of harassment, the investigation will examine the record as a whole and the totality of the circumstances, such as the nature of sexual advances and the context in which the alleged incidents occurred. The Human Resources Director will make a recommendation of the appropriate action required to remedy the situation, on a case-by-case basis, based on the facts of each case.
- Parties involved may be given administrative leave pending the results of the investigation.
- The investigation will be promptly and diligently conducted, but most investigations may require up to 30 days to complete.
- Discipline will be appropriate to the circumstances of each case. It will be documented, and it may include training, suspension or other action up to and including termination. For non-employees, recommended actions will be forwarded to the Executive Director/Chief Executive Officer for review and potential referral to the IACP Executive Board.

#### External Investigations:

1. If the issue involves an external client as either the complainant or the alleged harasser, Human Resources will cooperate with the outside agency employing such individual for the purpose of conducting a fair and impartial investigation.
2. The findings and recommendations will be forwarded to the Executive Director/Chief Executive Officer.

#### Refusal to Cooperate:

Any person who refuses to cooperate in an investigation of a complaint, impedes such investigation, or who provides information which the person knows while furnishing it to be false, or who reports such information in a manner that is recklessly indifferent to whether the information is true or false may be disciplined, terminated, or otherwise separated from the IACP.

A complainant or victim should understand that failure or refusal to cooperate in such an investigation may render the IACP unable to conduct a prompt and thorough investigation of the facts and may thereby impede remedial actions. The victim/complainant should also be aware that the failure or refusal to cooperate may result in the loss of legal remedies and protections that otherwise would be available under applicable anti-discrimination and anti-harassment laws and regulations.

**Confidentiality:**

All inquiries, complaints, investigations and reports of sexual harassment and related information are treated confidentially, to the greatest extent legally possible, except as necessary to conduct an appropriate investigation or as otherwise required by law.

Information about such allegations or investigation will be revealed on a strictly need-to-know basis. The privacy of both the accuser and the accused will be protected insofar as possible, consistent with legal obligations and the need for conducting a thorough and effective investigation. While endeavoring insofar as is practicable, to keep confidential the identity of the employee bringing alleged violations of this policy to the IACP's attention, there are circumstances in which this will not be possible.

Every individual contacted in connection with a complaint will be advised of the need to hold such information in confidence to ensure a thorough and impartial investigation and will be warned that retaliatory or adverse action against any person identified to them as a complainant or witness will result in termination of the person committing the retaliation, irrespective of the results of the underlying harassment complaint investigation.

**Reporting Without Fear of Retaliation:**

- The IACP will not tolerate retaliation of any kind for reporting, cooperating with an investigation of, or providing information about a harassment complaint. This no-retaliation policy applies whether a complaint of harassment is well founded or ultimately determined to be unfounded.
- No IACP director, manager or supervisor is authorized, or permitted, to retaliate or to take any adverse employment action whatsoever against anyone for reporting harassment or participating in or cooperating with any investigation. Any employee who believes they are experiencing retaliation for reporting or providing information about any type of harassment should immediately contact Human Resources.
- Notwithstanding the foregoing, any employee who refuses to cooperate in an investigation, or who impedes an investigation or who knowingly or recklessly furnishes false information in such an investigation may be subject to discipline or termination.

**Enforcement:**

Upon completion of an investigation, if harassment has been found to have occurred, the IACP will take prompt and effective remedial measures designed to end the harassment and protect the victim. Such measures may include disciplinary action up to and including termination for an employee or termination of a non-employee's relationship with the IACP and reporting the incident to the harasser's organization.

Where harassment is found to have occurred, discipline or other remedial action will be prompt and proportionate to the nature and seriousness of the behavior. The IACP will also consider the severity and/or pervasiveness of the offense, the response required to end such conduct, the offender's disciplinary/conduct history, and any other pertinent, relevant, surrounding facts or circumstances.

Employees who make complaints in bad faith may be subject to disciplinary action up to and including discharge.

## Whistleblower Policy

The IACP requires directors, officers, and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Employees and representatives of the IACP, must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

### Reporting Responsibility

This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally—so that IACP can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, employees, and volunteers to report concerns about violations of IACP’s code of ethics or suspected violations of law or regulations that govern IACP’s operations.

### No Retaliation

It is contrary to the values of IACP for anyone to retaliate against any board member, officer, employee, or volunteer who in good faith reports an ethics violation or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of IACP. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

### Reporting Procedure

IACP has an open-door policy and suggests that employees share their questions, concerns, suggestions or complaints with their supervisor. If you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor’s response, you are encouraged to speak with the Executive Director or IACP Compliance Office.

Directors, Supervisors, and managers are required to report complaints or concerns about suspected ethical and legal violations in writing to the Executive Director or Association Compliance Officer, who has the responsibility to investigate all reported complaints.

Employees with concerns or complaints may also submit their concerns in writing directly to their supervisor or the Executive Director or the organization’s compliance officer.

### Compliance Officer

The IACP Vice President-Treasurer is the Association’s Compliance Officer and is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Compliance Officer will advise the Board of Directors

of all complaints and their resolution and will report at least annually to the Board of Directors on compliance activity relating to accounting or alleged financial improprieties.

### **Accounting and Auditing Matters**

The IACPs compliance officer shall notify the Financial Review Committee of any concerns or complaint regarding corporate accounting practices, internal controls or auditing and work with the committee until the matter is resolved.

### **Acting in Good Faith**

Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

### **Confidentiality**

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

### **Handling of Reported Violations**

The IACP's Compliance Officer or appropriate staff member will ensure that the person who submitted a complaint receives acknowledgement of the receipt of the reported violation or suspected violation. All reports will be promptly investigated, and appropriate corrective action will be taken if warranted by the investigation.

## **RULE 4: CONDUCT OF BOARD OF DIRECTORS AND EXECUTIVE BOARD MEETING**

### **Meetings of the Board of Directors**

The Board of Directors shall meet during the annual conference of the Association and at such other times as designated by the President.

### **Notice of Meetings**

The Executive Director/Chief Executive Officer shall send Notice of meetings of the Board of Directors and of the Executive Board to the members of each body at least 10 calendar days in advance, except in case of emergency.

### **World Regional Representative**

If a World Regional Chair is unable to attend a meeting of the Board of Directors, the President, in consultation with the World Regional Chair, may appoint another member from the same world region to serve in place of the World Regional Chair at the meeting including the ability to make motions and to vote upon all matters coming before the board.

### **Required Attendance**

If a Board of Directors member, without good and sufficient reason as determined by the President, fails to attend a scheduled meeting, the President shall notify such member in writing within five working days after said meeting that a second absence, without good and sufficient reason, shall be deemed as a resignation from the Board of Directors.

If a Board of Directors member, without good and sufficient reason as determined by the President, fails to attend a second scheduled meeting within a 12-month period, the member's resignation will be deemed to have been accepted.

In accordance with Article 3, the President shall make an appointment to fill the vacancy.

If a Board of Directors Member has two consecutive excused absences, the President shall consult with the member to determine if they wish to remain on the Board of Directors.

### **Agenda**

At the Direction of the President, the Executive Director/Chief Executive Officer shall prepare and submit at each meeting of the Board of Directors and of the Executive Board an agenda covering the matters to be discussed. The agenda shall be distributed at least seven days before the scheduled meeting. Read ahead materials shall be distributed as soon as practicable.



## Executive Board and Board of Directors Meeting Reports

Following all meetings of the Board of Directors, the Executive Director/Chief Executive Officer shall distribute to all members of the committee a record of actions taken. Similarly, following meetings of the Executive Board, the Executive Director/Chief Executive Officer shall cause to be distributed to all members of the Board of Directors a record of action taken. Board of Directors members are responsible for distributing the Executive Director/Chief Executive Officer's reports to their respective constituents.

## Action without a Meeting

When the Board of Directors is not in session, the Executive Board shall have the same powers as those conferred upon the Board of Directors. In keeping with this authority, the Executive Board may, when necessary, meet and take all appropriate actions to accomplish the objectives of the Association. Any action taken by the Board may be brought for reconsideration by the Board of Directors at its next meeting.

## Board of Directors Subcommittees

The Board of Directors shall have the following subcommittees:

### Financial Review Committee

This committee shall have oversight responsibility for all of the Association's budgetary and financial matters, including preparation and presentation of the annual budget. This committee also shall monitor the financial dealings of the Association, including the annual independent audit, the investment portfolio, and significant capital expenditures. This committee shall consist of seven (7) members to include the President, the Treasurer, the First Vice President, the Second Vice President, and three members of the Board of Directors.

### Election Commission

In accordance with the rules established by the Board of Directors, the Election Commission shall be responsible for reviewing, screening and determining candidate eligibility for service on the IACP Executive Board; interpretation of IACP Election Rules; enforcement of IACP Election Rules; review of candidate financial statements; and providing notifications/recommendations to the IACP Board of Directors of election rule violations.

The membership of the Elections Commission shall consist of:

- An IACP Past President
- The serving IACP Parliamentarian
- IACP Vice President at Large
- IACP Vice President at Large
- IACP Vice President-Treasurer

Members of the Elections Commission may not endorse, or work to support, any candidate for IACP Office. In addition, if a member of the Commission declares their candidacy for IACP Office, their position on the commission will be vacated. The IACP President may appoint another member of the Executive Board to fill their position on an interim basis.

### **Resolutions Committee**

This committee shall accept and consider resolutions submitted and make a recommendation to the Executive Board on each resolution.

### **Leaders Advisory Group**

See next section.

## RULE 5: LEADERS ADVISORY GROUP

### Purpose and Objectives

The purpose of the Leaders Advisory Group (LAG) is to provide guidance, strategic advice, and support to the Executive Board and Board of Directors of the International Association of Chiefs of Police, leveraging the knowledge, experience, and insights of former elected Executive Board members.

The goal of LAG is to contribute to, and support, the organization's long-term success, sustainability, and mission fulfillment. It will also serve to provide mentoring support to new members of the Board of Directors; identify and recruit individuals for IACP Committee service and leadership positions; and assist the association in promoting its priorities.

### Membership

1. Membership in the LAG consists of all former members of the IACP Executive Board who have completed their service on the Board and who came to these positions as a result of a vote by the general membership or by a vote of Division membership.

### Past Presidents Alumni Section

1. The LAG Past Presidents Alumni Section shall be comprised of all past elected and honorary presidents of the Association. The purpose of the section is to:
  - a. Recognize the contributions made to the Association by IACP Past Presidents; and,
  - b. Provide opportunities for continued involvement and fellowship among and between past presidents of the Association; and,
  - c. Support the LAG's efforts to provide current Association Leadership with guidance drawn from their experience(s).
2. Members of the Past Presidents Alumni Section serve as ex-officio, non-voting members of the IACP Board of Directors and are eligible to receive the following benefits:
  - a. Complimentary registration for the IACP Annual Conference for the Past President and a guest.
  - b. Attendance to an IACP sponsored social event during the Annual Conference
  - c. Complimentary tickets to the IACP Annual Banquet
  - d. Cost reimbursement associated with ground transportation during the IACP Annual Conference.
  - e. Lodging accommodations by request for completely retired Past Presidents
  - f. Introductions at a general session and at the Annual Banquet of the IACP Annual Conference.
  - g. Recognition upon the passing of a Past President.
  - h. Appointment to an IACP Committee in a non-voting, advisory role pursuant to the provisions of Rule 13.

3. As ex-officio members of the IACP Board of Directors, members of the Past Presidents Alumni Section are covered under the provisions of Rule 3 – Ethics and Code of Conduct which includes:

- a. Cooperating with and respecting the opinions of fellow Board Members, and leaving personal prejudices out of all Board discussions, as well as supporting actions of the Board even when the Board Member personally did not support the action taken.
- b. Putting the interests of the organization above personal interests.
- c. Representing the organization in a positive and supportive manner at all times and in all places.
- d. Showing respect and courteous conduct in all board or committee meetings.
- e. Refraining from intruding on administrative issues that are the responsibility of the IACP's professional management, except insofar as is required to monitor the results and ensure that the procedures being implemented are consistent with IACP Board policy.
- f. Observing established lines of communication and directing requests for information or assistance to the Executive Director/Chief Executive Officer

## **LAG Leadership**

1. The LAG shall be chaired by the Immediate Past President of the Association.
2. The Immediate Past President shall represent the LAG in all official matters as directed by the IACP Board of Directors.

## **Meetings**

1. Annual Meetings: An annual LAG meeting shall be held in conjunction with the IACP annual meeting. The Immediate Past President shall determine the meeting agenda.

## **Authority of IACP Board of Directors**

1. Notwithstanding any other provision or rule, the IACP Board of Directors will retain the ultimate authority in governing the operation of the LAG. If the Chair of the LAG is vacated, or if the Board of Directors determines that the best interests of the LAG/ Association require it, the IACP President may, with the approval of the IACP Board of Directors, appoint new LAG leadership.

## RULE 6: IACP AWARDS/RECOGNITION

The IACP Board of Directors is authorized to establish awards or other recognition programs in accordance with the rules that the Board may establish.

### IACP Distinguished Service Award

Individuals who have made an extraordinary contribution to the Association or the law enforcement profession may be awarded the IACP Distinguished Service Award. Nominees for the Award will be presented to the Board of Directors following the recommendation of the Executive Board. Recipients of the award must be approved by 2/3rds of the Board of Directors present and voting at the meeting. No more than one Distinguished Service Award shall be given each year.

### Honorary President

Individuals who have made an extraordinary contribution to the Association and meet the following criteria will be eligible for consideration as an Honorary President: (1) IACP Life Member in good standing (2) previously elected to IACP Executive Board (3) significant contribution to the IACP or the law enforcement profession (4) unanimous recommendation of Executive Board/Board of Directors.

Honorary Presidents of the Association may be elected at the business session of any annual conference of the Association by a two-thirds vote of members present and voting, following unanimous nomination by the Board of Directors. The tenure of office of such Honorary President being at the pleasure of the Association.

## RULE 7: ENDORSEMENT OF NOMINEES

### Purpose

On occasion, the IACP is asked to express its support formally for nominees to various external leadership positions that hold decision-making authority on issues of importance to the IACP. These requests may come from within the Association—individual members of the IACP Executive Board and the IACP Board of Directors, committee and Section chairpersons—and from outside of the IACP—White House representatives, employees of federal agencies, and members of the U.S. Senate and House of Representatives.

### Policy

- A. It is the policy of the Association to lend its support for certain individuals seeking positions that hold decision-making authority on issues of importance to the IACP by officially endorsing their nomination. When considering a nomination, the Association can also decide to oppose or take no position.

- B. Decisions on a nomination will be made by the IACP's Board of Directors. The Association will consider requests from outside of the Association as well as those proposed from the general membership and leadership of the IACP. Support will be limited to nominees who have direct control of agencies that address issues of importance to the IACP and those who exercise supervisory responsibilities for these organizations. In addition, the IACP may also take positions on nominees to non-law enforcement leadership positions at agencies that provide significant support to, or significantly impact, the law enforcement community. The IACP Board of Directors will review and approve requests for support, or opposition, of these positions on a case-by-case basis.
- C. The IACP's position will be expressed either by letter or by the presentation of testimony to the appropriate reviewing body.
- D. The IACP's position will be considered only for those individuals who have been formally nominated to a position after the nomination has been made public.
- E. On occasion, the Association may be asked to take a position on a nominee at time when it is not feasible to convene the IACP Board of Directors to review the nomination. In these circumstances, the IACP President shall seek the opinion of the Executive Board in order to determine the level of support or opposition to the nomination. After such consultation takes place, the President may determine and announce the IACP's position on the nomination. The President's decision must be formally ratified by the Board of Directors at its next meeting.

## RULE 8: ENDORSEMENTS & USE OF IACP LOGO

### Endorsements

It is the policy of the Association to make no endorsements of any private commercial publication or product.

No publication, bulletin, announcement, advertising material, letterhead, or other document or article other than the official publications of the Association shall bear insignia, monogram, seal, or other mark of the Association implying the approval thereto has been secured from the Association.

In order to enforce this provision, the seal, logo, badge, insignia, and monogram of this Association is copyrighted, and the Executive Director/Chief Executive Officer is herewith directed upon learning of violation of this rule to serve notice upon the offender by registered mail.

If after serving such notice, the offender still persists in an unauthorized practice, the individual shall, if a member, be recommended to the Board of Directors for expulsion; if the individual is not a member, the Executive Director/Chief Executive Officer shall present the matter to the Federal Trade Commission or take such other legal action as may be approved by the Executive Board.

## Stationery

The official stationery of the Association shall be employed only in the conduct of the business of the Association. All correspondence of the Association carried on at its headquarters shall be on the official letterhead.

## IACP Support for Amicus Briefs

The IACP is regularly asked to lend its support to amicus (friend of the court) briefs when issues surface in a court of law that carry significant meaning to the law enforcement profession.

Upon receipt of such a request IACP staff will review the proposed brief, the circumstances of the case and its potential impact on the law enforcement profession. Following this review staff will provide the IACP President with an overview of the case and recommendations on next steps. Cases to be evaluated should be limited to those that are under consideration by the United States Supreme Court or, in rare instances, federal appellate courts.

If the President wishes to proceed with joining the brief they must consult with the Executive Board prior to final approval.

## RULE 9: MEMBERSHIP PROGRAM

The Executive Director/Chief Executive Officer shall cause to be kept a complete roster of all members of the Association showing all pertinent data concerning their length of membership, official position, and status of dues payments. A continuous membership program shall be conducted under which persons eligible for membership, as determined in accordance with the following sections of this rule, shall be given an opportunity to join the Association. It is hereby declared to be the policy of the Association to make such membership worldwide to the end that executives of police agencies in every country may coordinate their efforts in furthering the improvement of police service as set forth in the objectives of the Association.

### Active Membership

In the application of the constitutional provision covering eligibility for active membership, the following classes of persons shall not be solicited for membership nor shall they be admitted if they apply:

- Law enforcement executives who are not in a recognized police force engaged in the enforcement of criminal laws.
- Individuals employed by private, for profit police or security agencies

### Associate Membership

The following classes of persons are eligible and qualify for associate membership in the Association:

- Police officers employed by public agencies but of insufficient rank to qualify as active members.
- Superintendents and other executive officers of prisons.
- Chief executives, departmental officers, and technical assistants of city, county, state, provincial, and national agencies with administrative or technical responsibility for police or related activities.
- Prosecuting attorneys and their deputies of cities, counties, states, provinces, territories, and national governments.
- Professors and technical staff of accredited colleges and universities engaged in teaching or research of criminal law, police administration, and other phases of criminal justice.
- Staff of crime institutes, governmental research bureaus, coordinating councils, law enforcement associations, and similar agencies engaged in research or in the establishment of better police and criminal justice administration.
- Persons who have made a significant contribution to the science and practice of police administration.
- Chief executive officers of industrial and commercial security police agencies who are directly employed by the industrial or commercial establishments which they serve.



- Chief executive officers of private police or detective agencies.
- Employees of companies or organizations providing services to, or assisting, the law enforcement profession.

## Honorary Members

Persons who have rendered outstanding service to the government, private sector, or mankind shall be eligible for election as Honorary Members of this Association. Such members shall be elected at the sole discretion of the Board of Directors; they shall be elected for life and exempt from the payment of dues. Not more than five Honorary Members shall be elected during any one year.

## Applications for Membership

The method of submitting and approving of applications for all classes of membership shall be as follows:

Applications for active and associate membership shall be submitted to the Executive Director/Chief Executive Officer on forms which provide for the name, title, position, employer, department, mailing address of the applicant, and such other information as is necessary to determine qualifications defined by the IACP Constitution.

Such applications shall be acted upon as provided in the constitution of the Association. If any objection to an applicant is filed with the Executive Director/Chief Executive Officer as prescribed therein, it shall be accompanied by the objector's written and detailed reasons therefor.

Upon receipt of the application and the payment of the proper dues, the Executive Director shall publish notice of such application. If after 60 days following such publication no written objection to the applicant is received, the Executive Director shall cast the ballot for this Association in favor of the applicant who shall thereupon be duly elected. In the event any active member in good standing shall file with the Executive Director written objection to any application within 60 days after publication of such notice, then such application shall be submitted to the Board of Directors and shall require the affirmative vote of two-thirds of the members of that committee for admission of the applicant.

Upon the regular payment of dues, an active member of this Association in good standing at the time of their retirement from a position in police service may continue their active membership therein after retiring from regular police duties. For the purpose of this section, retirement shall mean the honorable separation from a position in active and regular police duties because of age, physical disability, or retirement upon pension. Active membership in this Association of any person eligible for such only through an individual's election to public office by popular vote of the electorate in their jurisdiction shall terminate upon the expiration of the term of such office. Active members whose membership has lapsed because of nonpayment of dues may be reinstated to active membership upon application, approval, and payment of dues.

## Membership Notification

Upon acceptance or election into membership in the Association, each active or associate member shall be sent a membership card by the Executive Director/Chief Executive Officer. This card shall carry the name of the President and the Executive Director/Chief Executive Officer of the Association and shall specify the period during which the membership is in effect.

In order to provide a systematic plan for handling membership and billing dues, each active and associate member joining the Association between January 1 and August 1 shall pay the full annual dues for the fiscal year. Members joining on and after August 1 shall pay one-half of the annual dues for the remainder of such year. Thereafter, members shall pay annual dues from January of each year.

## Membership Solicitation

The Executive Director/Chief Executive Officer shall, in accordance with the constitution, maintain control over all membership activities, subject to the general policies of the Board of Directors.

## Reinstatement of Active Membership

An active member who retires and whose membership has lapsed due to nonpayment of dues may be reinstated to active membership upon submitting an application for reinstatement. Individuals applying for reinstatement to active membership must meet the current eligibility requirements for active membership.

Upon receipt of the application, the Executive Director/Chief Executive Officer shall follow the procedures for membership application review.

## Transferring Membership

An employing agency may request that the unexpired portion of an annual membership that has been paid for by the employing agency may be transferred to a member's successor.

To transfer membership, the employing agency shall provide proof of payment of the annual dues in the form of an employing agency's warrant, draft, corporate check, voucher, or any other document of payment of membership dues as the Executive Director/Chief Executive Officer deems appropriate. The prospective successor member shall submit this documentation with the application for membership.

Upon determination that the successor's application meets the qualifications and requirements of Article 2 for membership and the employing agency's documentation is satisfactory to evidence payment, the successor applicant may be granted membership.

## Dues

Annual dues for each membership category or subcategory shall be determined by the Board of Directors upon affirmative recommendation of the Executive Board. Recommended changes to the dues structure shall require a two-thirds majority vote

of the Board of Directors, present and voting. Notice of proposed modifications must be provided to the members of the Association at least 60 days prior to the meeting.

Dues shall be paid annually in advance and will include subscription or access to the official publication of this Association.

Dues for Sections, Divisions, and World Regional Offices may be set by the IACP Board of Directors.

## **Dues Review**

At least once every three years, the Board of Directors will review membership dues rates to ensure that they are consistent with the level needed to provide programs and services to the IACP membership.

## **Resignations of Members**

Any member may at any time file their resignation in writing with the Executive Director/Chief Executive Officer, and it shall become effective as of the date it was filed.

## **Discipline of Members**

After receiving a complaint or report that a member of the Association has been reduced in rank or removed from their employing agency due to misconduct, or when said member conducts (or has previously conducted) themselves in such a manner as to bring the Association or the law enforcement profession into disrepute, the President shall appoint a review panel of no less than three (3) members of the Board of Directors to investigate said complaint. The affected member will be notified of the investigation and will be given an opportunity to provide the review panel with additional information for its consideration.

If after reviewing the complaint, and any evidence presented, the review panel determines that the claims have merit, their findings will be presented to the Board of Directors at its next meeting along with a recommendation for disciplinary action.

At least 14 days prior to the meeting, the member under investigation will be notified of the results of the investigation and the date and location of the upcoming meeting of the Board of Directors. The member will be provided the opportunity to attend the meeting, either in-person or remotely, and submit any information that they deem pertinent.

The IACP Board of Directors will review the report and recommendation of the review panel and, if present, hear from the member affected.

After reviewing all information, the Board of Directors will make a final determination as to the disciplinary action to be applied consistent with Article 2, Section 7 of the IACP Constitution.

At any point in the investigation and review process, the affected member can request that all proceedings be held in executive session.

The member will be notified of the Board of Directors decision by the IACP President.

## RULE 10: PUBLICATIONS

### The Police Chief

A magazine, the *Police Chief*, or its successor, shall be an official publication of the Association and shall be furnished without charge, in either electronic or printed form, to all members in good standing.

### Publications

Publications may be prepared and published within the limitations of the budget and program of activities approved by the Board of Directors. The Executive Director/Chief Executive Officer will be responsible for the content of the publications.

## **RULE 11: ANNUAL MEETINGS**

### **Time and Location of Meeting**

It shall be the responsibility of the Executive Director/Chief Executive Officer, working in consultation with the Executive Board, to determine the dates and location for the annual meeting of the Association.

### **Conference Program**

It shall be the duty of the Executive Director/Chief Executive Officer to prepare the program for the annual meetings of the Association and conduct all work necessary for a successful meeting.

### **Exhibits**

Arrangements for annual conference shall include provision for adequate space to be used by the Association for exhibit purposes. The Executive Director/Chief Executive Officer may arrange for exhibits of police equipment, supplies, or any other appropriate service or product with contracts for exhibit space prepared in each case in accordance with a predetermined schedule of charges. All revenues from the sale of exhibit space shall accrue to the general fund of the Association.

### **Sergeant-at-Arms**

At the annual conference, the President may appoint members of the Association to serve as Sergeant-at-Arms to secure prompt attendance of members at each session of the meeting, serve as tellers at the election of officers, and take such steps as may be necessary to establish favorable meeting conditions.

### **Payment of Expenses for Conference Guests**

The Association is authorized to pay the expenses for individuals to participate in the Annual Meeting.

No more than six (6) individuals will be authorized to receive reimbursement from the Association for conference travel and lodging costs. Three (3) will be selected by the President, three (3) will be selected by the First Vice President. Sums sufficient to cover the full costs for these individuals must be incorporated into the operating budget for the year the expenses will be realized before travel authorization can be provided to any individual selected.

## Resolutions

Active and life members, committees, sections, or divisions interested in submitting resolutions for membership consideration must do so in writing by first notifying the resolutions committee of the proposed resolution topic and concept. The Resolutions Committee will then ensure that there is no duplication or conflict with existing IACP policies and that the necessary committees, divisions, and sections are informed and collaborating on the topic and the formulation of the formal resolution.

After confirmation of the topic/concept, the Resolutions Committee will then request the submitter(s) to draft the formal resolution, in consultation with the appropriate IACP policy council, and submit to the Executive Director/Chief Executive Officer for processing and forwarding to the Resolutions Committee.

The Resolutions Committee, either through a meeting or conference call, will review the submitted resolutions and either approve them for consideration by the Board of Directors or identify any questions or concerns they may have.

Following this meeting, IACP staff will notify those who submitted resolutions as to the status of their proposed resolutions. In those cases where the resolutions committee has questions or concerns with a resolution, these concerns will be detailed.

After Resolutions Committee approval, the resolution will be forwarded to the IACP Board of Directors. The Board of Directors shall review the resolutions, prior to sending them to the membership for review and comment.

After the membership review is completed, the IACP Executive Board will take such action as it deems appropriate.

# RULE 12: FINANCIAL PRACTICES

## Budget Procedure

### Preparation of the Budget

The Executive Director/Chief Executive Officer is hereby charged with the responsibility for the preparation, in advance of each fiscal year, of a complete budget covering all operations of the Association. This budget shall include all estimated income of the Association and all proposed expenditures during the fiscal year.

### Adoption of Budget

Fiscal Year. The fiscal year of the Association shall be from October 1 to September 30. The annual budget of the Association shall be adopted by September 15 preceding the fiscal year which it covers.

### Budget Procedure

The Executive Director/Chief Executive Officer shall first submit the proposed budget and work program to the Financial Review Committee for review and recommendation. It must then be submitted to the Executive Board at least by August 15 prior to the fiscal year to which it applies in order that final adoption may be made by September 15 as provided in the constitution. Upon adoption of the budget by the Executive Board as submitted or amended, it shall be referred to the Board of Directors for final action. No expenditures shall be authorized or incurred by any officer or employee of the Association unless budgetary provision has been made for it, either in the original or amended budget, in allowance for the total amount of expenditures, or authorized through a restricted fund. When an amendment is indicated, the Executive Director/Chief Executive Officer shall recommend revision of the budget, which may take effect if approved by the Executive Board without referral to the Board of Directors, provided no increase is made in the total expenditures previously authorized by the Board of Directors. All amendments to the budget and all expenditures for non-budgeted items shall be referred to the Financial Review Committee for its recommendation prior to Board and/or Board of Directors action.

### Budgetary Control

The Executive Director/Chief Executive Officer or his or her designee shall be responsible for the proper administration of the budget and shall maintain continuous supervision over income and expenditures. It shall be the Executive Director/Chief Executive Officer's duty to control the activities of the Association in conformity with the decisions of the Executive Board and Board of Directors. This will include any necessary adjustments in expenditures in the event less income is received than anticipated in order that the budget may be in balance. At all regular meetings of the IACP Governing Body, the Executive Director/Chief Executive Officer shall submit financial reports that reflect the operating results of the Association. Other financial reports may be presented on an as needed basis. These statements will include revenues and expenditures by cost center grouping,

as well as relative associated narrative reports. These statements will be prepared in accordance with the IACP Approved Budget-Guiding Principles.

## **Amendment of Budget**

The Executive Director/Chief Executive Officer or his or her designee shall submit any amendments to the approved budget as deemed necessary to the Board of Directors.

## **Budget-Guiding Principles**

The Financial Review Committee shall recommend to the Board of Directors a set of Budget-Guiding Principles to ensure the Association's continued financial stability.

## **Collection and Custody of Funds**

### **Responsibility for Collections**

The Executive Director/Chief Executive Officer, as the officer responsible for collection of all moneys or assets due to the Association, shall oversee and maintain a systematic method for handling receipts which will give proper assurance that all such moneys and assets due to the Association are actually received and properly recorded.

### **Collection Procedure**

Invoices shall be prepared on a standard form and sent to all persons and organizations in debt to the Association, and proper follow-up made of all unpaid invoices. In the event of failure to remit the amount due the Association, the Executive Director/Chief Executive Officer or his or her designee is directed to take such action necessary to make the collection as deemed appropriate and which is consistent with the constitution.

### **Handling of Revenues**

Headquarters shall record all moneys received by the Association and a statement of revenues shall be available for review/audit by the Vice President-Treasurer.

### **Deposit of Moneys**

The Association receives cash deposits on a regular basis for grants and contracts, sponsorships, membership dues, publications, conferences, and other miscellaneous items. The vast majority of funds are received either electronically or through a bank lockbox and are typically reflected in the Associations bank account within three business days of receipt. In-house cash receipts are generally deposited daily if more than \$2,000 in total; otherwise in-house receipts are generally deposited on a weekly basis into an account or accounts of the Association. A detailed report of all cash deposits made to the bank accounts shall be available for review/audit by the Vice President-Treasurer.

### **Submission of Expense Accounts**

All expense incurred in travel, for which reimbursement is to be made by the Association, shall be submitted to headquarters on standard travel invoice forms within 15 days of authorized travel completion. Upon determination of the proper budgetary provision and authorization, such travel invoice shall be transmitted to the Executive Director/Chief



Executive Officer or his or her designee for approval prior to payment. The Executive Director/Chief Executive Officer or his or her designee is charged with reviewing travel invoices submitted by employees of the Association, Association officers, members of committees and Sections, or other official Association representatives in order to determine whether the claim is justified. Payment of all expenses not properly incurred shall be denied. The Vice President-Treasurer shall periodically review all travel of the Executive Director/Chief Executive Officer to ensure appropriate justification. The Vice President-Treasurer shall periodically review all travel expenses to ensure compliance with this rule and IACP Travel Guidelines. The President shall periodically review travel expenses of the Vice President-Treasurer.

## **Purchasing of Commodities and Services**

### **Authorization and Purchases**

The Executive Director/Chief Executive Officer or their designee is authorized to oversee the process of purchasing such supplies, material, equipment, and services as may be required in the administration of the affairs of the Association as provided for in the approved budget document.

### **Competitive Bidding**

All purchases and contracts, when practical, should be negotiated through a competitive bidding process. All questions arising as to the necessity for such a requirement, in specific instances, should be presented to the Executive Director/Chief Executive Officer or their designee for resolution.

### **Contracts**

The Executive Director/Chief Executive Officer or their designee may enter into contracts that bind the Association to perform services for which payment shall be received. The Executive Director/Chief Executive Officer or their designee may also enter into contracts for services and materials of vendors related to the day-to-day operation of the Association. Any contract that relates to a national-scope sales program for products or services that may affect the tax-exempt status of the Association, or that involves a major change in the format of a program, or that represents a departure from established policy, must be reviewed by the Financial Review Committee and presented to the Board of Directors for review and approval.

## **Grants and Contributions**

### **Application for Funds**

The President of the Association may authorize the Executive Director/Chief Executive Officer or their designee to submit applications to governmental agencies, philanthropic organizations, corporations, or persons for grants or contributions of funds or property for carrying out general or specific purposes of the Association. Such grants or contributions shall not be accepted without approval of the Board of Directors.

## Acceptance of Grant or Contribution for Use by the Association

When the Association is offered a grant or contribution for its use, the Executive Director/Chief Executive Officer shall notify the Executive Board for their approval. Any such offer shall be set forth in writing.

## Recognition for Offers

Any form of recognition by the Association requested in return for the grant or contribution will be specified in the terms of acceptance.

## Gifts to Members and Employees

Any member of the Governing Body who is offered a gift from any person, corporation, or profit organization who engages or may engage in a business transaction with the Association, because of the member's or employee's relationship with the Association, must immediately notify the Executive Board through the President, and only the Board shall be empowered to accept or approve such offers. Exception is provided for reasonably priced meals, invitations to receptions, honorary plaques, and tokens of nominal value, which shall not be reported. A listing of a gift or total gifts that are approved by the Board shall be included as information on the agenda for the next Board of Directors meeting. This section shall not be applicable when an active member is seeking financial support to obtain an elected position on the Executive Board.

## Administration of Funds

Any grant or contribution to the Association shall be credited to its general fund (unless restricted for a purpose), reviewed by the Financial Review Committee, and agreed to by the Executive Board.

## Contributions to S&P and SACOP

Once approved by the Executive Board contributors to S&P and SACOP functions will only be required to have subsequent contributions for the same purposes to these Divisions approved on an annual basis.

## Disbursement of Funds

### Request for Payment

In order that an adequate record may be made and a proper control exercised over disbursements of funds, requests for payments shall be sent to the Executive Director/Chief Executive Officer or his or her designees for review and approval prior to the disbursement of funds.

### Payment of Claims

Standardized forms shall be used by the Executive Director/Chief Executive Officer for use in payments of all invoices received by the Association for goods and services. Upon

verification by the Executive Director/Chief Executive Officer or his or her designee that the claim is legitimate and payment for goods or services is justified, a check (or electronic method of payment) shall be prepared specifying the purpose for which payment is made and the account to which the expense will be charged. The Executive Director/Chief Executive Officer or other authorized designee shall sign the check (or authorize the electronic method of payment) and forward to the original payee. Copies of all checks, wire payments, and electronic fund transfers issued, together with all supporting documentation, shall be made available to the Vice President-Treasurer.

## Payroll Disbursement

Payroll processing services shall be outsourced to a reputable firm with proper certifications and audits. The Executive Director/Chief Executive Officer or his or her designee shall be responsible for authorization and communication with such payroll-processing firm. All payroll reports, which reflect gross payroll, proper withholdings and deductions, and net disbursement, shall be made available to the Vice President-Treasurer for review.

## Petty Cash Fund

Headquarters is authorized to maintain a reasonable petty cash fund for the payment of claims that are either too small or cannot be paid through the foregoing procedures. Receipts shall be retained covering all payments out of the petty cash fund. Periodically the petty cash fund may be reimbursed by the Executive Director/Chief Executive Officer or his/her designee in conformity with the regular procedure set forth for other disbursements.

## Accounting for Association Funds

### Responsibility for Accounting Records

The Executive Director/Chief Executive Officer shall maintain a complete system of accounts covering all financial transactions of the Association.

### Organization of Accounting System

The accounting system shall be maintained as to provide a systematic record of all assets, liabilities, net assets, and revenue and expenditures (budgeted and actual). For independent auditing purposes, the accounting classifications shall be consistent with generally accepted accounting principles. Any significant deviations from the budgeted amounts or material changes in the accounting system as herein prescribed shall be submitted by the Vice President-Treasurer to the Board of Directors for approval.

### Property Inventory

An inventory shall be maintained at headquarters covering furniture, office equipment, computers, software, and other fixed assets of the Association. Such inventory listing shall be updated periodically and at least once per year.

## Annual Audit

In addition to the periodic reviews of financial records performed by the Vice President-Treasurer, an annual audit performed by an independent certified public accounting firm shall be made as provided in Section 11 of Article 4 of the IACP Constitution.

## Responsibilities of the Vice President-Treasurer

The Vice President-Treasurer shall:

- Regularly visit headquarters to inspect and review the records of the Association in order to advise the Executive Board and Board of Directors regarding financial progress and the possibility of improving corporate financial performance.
- Prescribe the form of budgeting and financial reports, subject to the approval of the Board of Directors.
- Meet with the Executive Director/Chief Executive Officer periodically to review financial accounts and records.
- Establish and maintain a sound accounting system.
- Provide an investment update at each scheduled Governing Body Meeting.
- In cooperation with the Executive Director/Chief Executive Officer, develop an ongoing financial plan.

## Insuring of Vice President-Treasurer and Employees

### Insurance Policy

The Vice President-Treasurer of the Association shall be covered under a crime and fiduciary liability insurance policy to remain effective until further action by the Board of Directors. The Executive Director/Chief Executive Officer shall be covered under a similar policy. All persons in the headquarters' staff as may be designated by the Executive Director/Chief Executive Officer to handle funds will also be covered under the crime and fiduciary liability policy. The cost of the insurance will be borne by the Association; the policy will be kept in the custody of the Executive Director/Chief Executive Officer or his or her designee at IACP Headquarters.

# RULE 13: IACP COMMITTEES & POLICY COUNCILS

## Mission and Objectives

The constitution enumerates the officers of the Association. The Board of Directors has no power under the constitution to create any extra-constitutional offices, and it is hereby declared that no extra-constitutional offices exist. This section shall not be construed as including members of committees or other representatives designated by the Association to perform specific services or to attend meetings on behalf of the Association.

## Committee Work

The President of the Association, with the assistance of the Policy Council Chairs and the Association staff, shall keep in continuous contact with the committees of the Association and shall assist such committees in the compilation of factual data, reproduction of committee reports, and such other activities as may be authorized. When requested, committees shall provide reports on their activities to the President.

## Authority of Committees

Neither the Chair nor members of the committees may incur expenditures payable out of the funds of the Association unless specifically authorized by the Executive Board. As such, committees may take all necessary steps for the efficient execution of their committee work, but they may take no action which is finally binding on the Association without approval of the Board of Directors.

## Special Representatives

The President of the Association may designate active members to represent the Association at any meeting or conference in which representation by the Association is appropriate and necessary, provided that whenever possible such representation shall be by an active member in the same community in which the conference is being held so that the Association is relieved of payment of the expenses of such representation.

## Membership on Committees

1. Individuals must be an IACP member in good standing in order to serve on a committee. When forming the rosters of their committees, Chairs are encouraged to appoint to the committee active members of the Association, currently engaged in law enforcement.
2. An individual may not serve on more than one committee without the approval of the President except for the following:
  - a. Nominations and Election Commission
  - b. Board of Directors
  - c. Financial Review Committee

- d. Leaders Advisory Group
  - e. Resolutions Committee
3. Each committee will have no more than thirty (30) voting members, including the Chair and Co-Chair.
  4. Past Presidents of the IACP and employees of national, state, or other governments who are prohibited by law or regulation from serving on committees in a voting capacity may be appointed by the President to serve in a non-voting advisory capacity. The term of such member will not exceed three (3) years and is subject to the same limitations that apply to voting members. No committee shall have any more than five (5) advisory members at one time.
  5. An individual may not serve as a member of the same committee for more than 9 years without the approval of the IACP President. The President must notify the Board of Directors when an extension is granted.

## Designation of Committee Chairs

Each year the President shall designate the Chair of each committee of the Association. The Chair, when appointed by the President, shall be notified of their responsibilities.

No member shall serve as Chair of the same committee for more than 9 years without the approval of the IACP President. The President must notify the Board of Directors when an extension is granted.

## Appointments to Committees

1. Appointments of members to committees, other than those specified elsewhere will be for a term of three (3) years. The President will authorize Committee Chairs to nominate one-third of the committee members each year whose terms are expiring and shall also authorize Committee Chairs to make nominations to fill vacancies occurring during that year to complete the unexpired terms of the position(s) vacant. All such nominations must be approved by the President before they can be made final. The President will provide each Chair with a memorandum describing the process that must be followed for committee appointments.
2. The President shall ensure that all committees, other than those specified in elsewhere, have a one-third (1/3) annual rotational composition and may adjust ending dates of terms to ensure proper composition of all committees.
3. If a committee member without good and sufficient reason, as determined by the Chair, fails to attend a scheduled meeting, the Chair shall notify such member that a second absence, without good and sufficient reason, shall be deemed as a resignation from the committee.
4. If a committee member without good and sufficient reason fails to attend a second, scheduled meeting, within a 12-month period, the member's resignation will be deemed to have been accepted. Additionally, if a committee member without good and sufficient reason, fails to attend two (2) consecutive policy council mid-year meetings, the member's resignation will be deemed to have been accepted.
5. The President may remove members for cause, subject to the approval of a majority of the Executive Board.

## Policy Councils

- In order to facilitate communication, cooperation, and coordination between committees, each committee will be assigned to a Policy Council that addresses related aspects of policing. Each Policy Council will be chaired by a member of the IACP Executive Board. Policy Councils may be established, and their member committees and task forces assigned, with the approval of the Executive Board.
- The Policy Councils will, on an annual basis, develop a statement of goals and objectives for the Policy Council, and its component parts, which is consistent with the IACP Strategic Plan.
- The following are designated as subcommittees of the Board of Directors and the President shall provide oversight. These committees will not be placed in a Policy Council:
  - Nominations and Election Commission
  - Financial Review Committee
  - Leaders Advisory Group
  - Resolutions Committee

## Designation of Standing Committees

The following are designated:

1. Arson and Explosives Committee
2. Aviation Committee
3. Civil Law Enforcement/Military Cooperation Committee
4. Communications and Technology Committee
5. Community Policing Committee
6. Computer Crime and Digital Evidence Committee
7. Crime Prevention Committee
8. Criminal Justice Information System Committee
9. Education and Training Committee
10. Environmental Crime Committee
11. Firearms Committee
12. Forensics Committee
13. Highway Safety Committee
14. Committee on Homeland Security
15. Human and Civil Rights Committee
16. Juvenile Justice and Child Protection Committee
17. Narcotics and Dangerous Drugs Committee
18. Patrol and Tactical Operations Committee

19. Police Administration Committee
20. Police Professional Standards, Ethics, and Image Committee
21. Police Investigative Operations Committee
22. Research Advisory Committee
23. Terrorism Committee
24. Torch Run Committee
25. Transnational Crime Committee
26. Vehicle Crimes Committee
27. Victim Services Committee

## Committee Goals and Objectives

Each committee working in conjunction with their Policy Council Chair, shall develop a mission statement and work plan that is consistent with the goals and objectives of their assigned Policy Council. A copy of this mission statement work plan shall be submitted to the Policy Council Chair for review and approval.

## Responsibilities of Committee Chairs

As the leaders of the IACP, Committee Chairs are expected to play a key role in promoting the work of the Association as well as highlighting the value of IACP membership to others. These responsibilities include:

1. Developing, in coordination with the Policy Council Chair, goals and objectives for the committee.
2. Advancing the policy priorities of the Association.
3. Serving as a representative of IACP at various meetings.
  - a. This includes state association meetings, advisory panels, conferences, and Section and divisional meetings.
4. Promoting the benefits of IACP membership to potential members.
5. Promoting IACP-sponsored training sessions and events.



## RULE 14: SECTIONS

### Section 1: Designations and Jurisdictions of Standing Sections

There shall be the following standing Sections:

1. Drug Recognition Expert Section
2. Indian Country Law Enforcement Section
3. Law Enforcement Information and Technology Section
4. Legal Officers Section
5. Police Physician Section
6. Police Psychological Services Section
7. Public Information Officers Section
8. Railroad Police Section
9. Retired Chiefs of Police Section
10. University/College Police Section
11. International Managers of Police Academy and College Training (IMPACT) Section
12. Capitol Police Section
13. Defense Police Chiefs Section
14. Human Resources Section
15. Officer Safety and Organizational Wellness Section
16. Police Chaplains Section
17. Police Research Advancement Section
18. Private Sector Liaison Section
19. Law Enforcement Intelligence and Information Sharing Section
20. Smaller Department Section

### Section 2: Authority of Sections

Neither the Chair nor members of the Sections may incur expenditures payable out of the funds of the Association unless specifically authorized by the Executive Board. Such Sections may take all necessary steps for the efficient execution of their Section work, but they may take no action which is financially binding on the Association without approval of the Board of Directors or the Executive Director/CEO.

### Section 3: Section Membership

1. Individuals must be an IACP member in good standing, submit an application to the Executive Director, and meet the membership qualifications of the Section in order to join.
2. An individual may join more than one Section if qualified for that Section.

## Section 4: Organization and Governance of Sections

1. In order to ensure consistency and proper governance of IACP Sections, each Section shall be governed in accordance to the Section rule framework outlined in Paragraph 3 below.
2. Notwithstanding any other provision or rule, the Board of Directors will remain the ultimate authority in governing the operation of IACP Sections. If the leadership of a Section is vacated, or if the Board of Directors determines that the best interest of the Section/Association require it, the IACP President may, with the approval of the IACP Board of Directors appoint new Section leadership. This individual(s) will hold office until the next meeting of the Section at the IACP Annual Conference where new leadership elections will be held.
3. Section Rule:  
The following template shall be used as the framework for the governing document of each IACP Section. Each Section will modify this framework to reflect their unique membership requirements, the goals and objectives of the Section, and the dues collected by the Section. Governance of Sections must comply with the framework provided below.

### **(#####) Section**

#### ***Section 1: Purpose and Objectives***

The **(SECTION NAME)** Section shall be organized and operated in accordance with the IACP Constitution, rules, and objectives. The purpose of this Section shall be to provide the law enforcement profession and, more specifically, the law enforcement executive with information, training, and a forum for discussion of **(SECTION-SPECIFIC TOPIC)** issues to include, but not limited to, **(SECTION-SPECIFIC TOPICS)**. The Section shall actively promote through education and training an increased understanding of **(SECTION-SPECIFIC TOPIC)** in the law enforcement community to include the **(SECTION-SPECIFIC GOALS AND OBJECTIVES)**. The Section shall assist the IACP and its membership in coordinating efforts to implement mutual objectives of **(SECTION SPECIFIC GOALS AND OBJECTIVES)**

#### ***Section 2: Members***

Membership in this Section shall be open to all active, life, and associate members of this Association in good standing who are now, or have been engaged in or responsible for, **(SECTION- SPECIFIC TOPIC)**. **(ADD ANY SECTION-SPECIFIC MEMBERSHIP REQUIREMENTS, PROHIBITIONS/ SECTION VOTING ELIGIBILITY)**.

- (a) The IACP President, Executive Director, and staff liaison shall be ex-officio members of the Section, unless such persons otherwise qualify for regular membership status.
- (b) Applications shall be verified as to Section qualifications by the Section leadership
- (c) The Section Board, by majority vote of the Board, may suspend or expel a member for cause after an appropriate hearing.  
Default in payment of dues in the Section or IACP, or ineligibility

for membership shall automatically result in termination of membership status. Membership is not transferable or assignable.

**Section 3: Section Resolutions**

Resolutions passed by the Section shall be submitted to the governing body in accordance with approved Association guidelines.

**Section 4: Board of Officers**

- (a) The affairs of the Section shall be managed by its Board of Officers provided that during general meetings the affairs of the Section shall be governed by the vote of the Section's general membership. The actions of the Section Board are subject to reversal or approval by the Section membership at its general meeting. The Section Board, at a minimum, shall consist of the Section General Chair, a Vice Chair, and at least two other officers. The General Chair shall be chair of the Section Board.
- (b) General Officers and Duties.
  - (1) The General Chair shall be the presiding officer at all Section meetings; represent the Section in all official matters; appoint all non-elected officers; and, prepare an annual report to be delivered at the Section annual meeting. In the General Chair's absence, the Vice Chair shall fulfill the duties of the General Chair.
  - (2) The Section Staff liaison shall conduct and perform all fiscal and administrative functions.
- (c) Eligibility
  - (1) In order to be eligible to serve on the Section Board, members must be eligible to vote in Section elections and meet any other requirements as established by the membership of the Section.

**Section 5: Election and Terms of Office**

Recognizing that each Section may have different governance structures the following principles related to Elections and Terms of Office must be observed.

- (a) The term of office for all Section officers must be clearly defined.
- (b) A single term of office cannot exceed three years.
- (c) Section officers may be eligible for reelection or election to other board positions.
- (d) All Section officers shall be nominated and elected by the general Section membership (with voting rights) at a general meeting of the Section.
- (e) All Section officers shall be subject to removal for cause by vote of the general membership at a general meeting.

- (f) Any vacancy that occurs during the term of an officer shall be fulfilled by appointment by the General Chair.

**Section 6: Committees**

The Section shall have the following standing committees:

- #####;
- #####;
- #####;

The General Chair shall appoint all members of such committees and designate one member as chair of each committee. Standing committees shall have such duties as may be assigned by the General Chair and Section Board. In addition, standing committees shall make reports of their activities to the general Section membership. The General Chair may appoint such special committees, for specific purposes, as may from time to time be necessary for the conduct of Section business.

**Section 7: Meetings**

- (a) Annual Meetings: An annual Section meeting shall be held in conjunction with the IACP annual meeting. The annual meeting shall be coordinated with the Executive Director by the General Chair or a designated representative well in advance of the meeting date to ensure coordination of program times and location. The General Chair and the Annual Conference Committee, with the advice and consent of the Section Board, shall determine the Section program.
- (b) Special Meetings: During the annual meeting, Section general membership may schedule additional meetings during the calendar year. In addition, the General Chair shall have authority to call special meetings during the calendar year as business of the Section may require.
- (c) Any Section business may be conducted at the annual or special meetings, provided, however, no amendments to the Section bylaws may be made, except at the annual meeting with a two-thirds majority vote of those present required for passage. All changes must be approved by the Association’s Board of Directors.
- (d) Unless a formal rule exists for the conduct of business, the current revised Robert’s Rules of Order shall govern conduct of all meetings, committees and Section Board meetings.

**Section 8: Membership Dues**

Initiation Fees and/or annual membership dues for the Section shall be determined by the IACP Board of Directors. *(Dues set at \$50 by vote of the IACP Board of Directors in 2022)*

## **Section 5: Responsibilities of Section Staff Liaisons**

Each IACP committee and Section will have a staff liaison assigned to it by the Executive Director. This individual will provide liaison between headquarters, the respective Section, and the Executive Board. The staff liaison will be responsible for submitting Section funding requests to the appropriate Division Director for inclusion in the annual IACP operating budget. The staff liaison will work with the chairperson to ensure that any resolutions brought forth by the Section are presented in proper format and meet the required deadlines for consideration.

Staff liaisons are not intended to serve as Section secretaries. As such, duties such as the taking and maintaining of minutes of Section business meetings and other associated tasks should be assigned to a Section officer or other Section member.

# RULE 15: IACP ELECTIONS

## Role of Nominations and Election Commission

In accordance with the rules established by the Board of Directors, the Nominations and Election Commission shall be responsible for identifying, screening, and reviewing individuals who are qualified to serve on the Executive Board. The Nominations and Election Commission shall report its findings on the eligibility of candidates to the Board of Directors at the Winter Board of Directors Meeting. The Board of Directors shall review the findings of the Nominations and Election Commission and determine the eligibility of candidates for office.

The Nomination and Elections Commission shall have oversight of the conduct of IACP Elections. The Commission will also be responsible for reviewing and addressing any complaints regarding campaign practices. In the case of campaign rules violations, the Commission shall make recommendations to the Executive Board regarding remedial steps and/or candidate sanctions that are necessary to address the infraction.

## Candidate Eligibility

In order to be eligible to serve on the IACP Executive Board a candidate must be:

- Regularly engaged in active police service as the operating chief executive of their public police agency (at the time of filing, certification, and election).
- An active member of the IACP in good standing for at least three years immediately prior to filing for office.
- Meet any other eligibility requirements established by the IACP Board of Directors.

## Filing Deadline & Eligibility Certification

### Candidate Filing Deadline

Any member seeking office shall file a declaration of candidacy for no more than one office and a certification of eligibility and knowledge of the rules governing IACP elections with the Executive Director/Chief Executive Officer by close of business on December 31 on the year prior to the annual conference where the election will be held.

### Eligibility Certification

The Board of Directors will review the findings of the Nominations and Elections Commission regarding candidate eligibility at its winter meeting. In addition, each year at the time of election, all candidates must certify that they remain eligible to serve on the Executive Board.

## Designation of Campaign Manager and Campaign Treasurer

Candidates may, if they choose, designate a campaign manager and campaign treasurer to assist them in their campaign. If a candidate wishes to do so they must file a “certificate of designation” with the Nominations and Election Commission setting forth the name of the campaign manager and/or treasurer. The candidate may serve as their own campaign manager and treasurer.

## Prohibitions

The campaign manager or treasurer may not:

- be a person currently serving on the IACP Governing Body, elected or appointed leadership, or IACP staff;
- serve on the Election Commission; or
- be a Sergeant-at-Arms.

## Contributions

### Definition

Contributions shall be defined as any cash, check, or goods and services provided for the benefit of a candidate for election. A fair market value shall be placed on all goods and services by the Campaign Treasurer.

### Contribution Limit

No contribution to either the candidate or the candidate’s association in excess of \$5,000 is permissible.

### Contribution Reporting

All contributions in excess of \$500 to a candidate, or to a candidate’s state association for the purposes of election, must be reported by the campaign. The report must specify the contributor’s name, the business address, the amount donated, the date received, and the total amount of contribution made by a contributor for the entire campaign.

### Anonymous Contributions

Anonymous contributions are prohibited.

## Campaign Expenditures

### Expenditure Limit

A candidate will be limited to a total of \$30,000 in expenditures for an entire campaign.

- If a candidate is a serving member of the IACP Executive Board or the Board of Directors, any IACP funded travel related expenses and accommodations would be counted as campaign expenditures.

- If a candidate is not from North America, the Elections Commission can review and determine if the allotted expenditure dollar amount is sufficient or needs to be adjusted.

## Hospitality Room

The costs associated with a candidate's state hospitality room shall be counted against this expenditure limit on any occasion where campaign material is present or distributed or campaign speeches are made by the candidate or members of his campaign team.

## Financial Reporting

All candidates shall file with the Executive Director/Chief Executive Officer a preliminary financial statement (including all contributions and expenses as listed above) with a certification of candidacy 90 days prior to the annual conference.

All candidates or designated campaign manager shall file an up-to-date financial statement with the Executive Director/Chief Executive Officer before noon on the day the annual conference begins.

The Executive Director/Chief Executive Officer will forward said financial statement to the Nominations and Election Commission and the Board of Directors forthwith upon its receipt.

A final financial statement shall be filed with the Executive Director/Chief Executive Officer within sixty (60) days after the election. The Executive Director/Chief Executive Officer shall report any failure to file to the Board of Directors.

The financial statement shall be open to inspection at any time to the Nominations and Election Commission.

## Voting

### Plurality Wins

The winner of the election shall be the candidate that receives the plurality of votes cast. (Plurality is defined by the number of votes cast for a candidate who receives more than any other but does not receive an absolute majority.)

### Voting Date and Hours of Operation

The day of voting and the hours of voting will occur between 8:00 a.m. and 4:00 p.m. on Monday at annual conference.

### Ballot Placement

The order in which candidate names are listed on the election ballot will determined by lot in accordance with the rules established by the Nominations and Elections Commission.



## Voting Procedure

- The following individuals would be eligible to vote.
  - Active and life members physically present at the conference center are eligible to vote. (This includes eligible members who have not registered for the conference but are physically on site.)
  - Active and life members who have registered to attend the annual conference in a virtual capacity.
- Voting takes place at a centralized location, process is managed by IACP staff and overseen by the Elections Commission Chairperson and appointed, volunteer poll watchers.
- Registered conference attendees (both in-person and virtual) would have the option to vote remotely during established voting hours. Remote voting would take place via electronic platform provided by IACP.

Each eligible member may cast one (1) vote per election. Proxy voting is strictly prohibited. Members must have a valid conference ID and verify IACP active membership status in order to cast a vote.

## No Campaign Zone

Clear boundaries will be marked around the balloting area to designate no campaigning zones. Candidates will be informed of the no campaigning zones by the Nominations and Elections Commission.

## Sergeant-at-Arms

The Sergeant-at-Arms shall maintain order and proper decorum during the election.

## Poll Watcher

A poll watcher representing each candidate for each balloting location may be appointed by the respective campaign manager, such list of poll watchers shall be given to the Sergeant-at-Arms prior to the election.

## Ballot Counting Procedures

No one except the Sergeant-at-Arms, Members of the Nominations and Election Commission, and individuals designated by the Nominations and Election shall be in the place where the ballots are being counted.

## Campaign Practices

### Pre-announcement Activities: Soliciting Support Letters

Candidates are allowed to solicit letters of support and recommendation from Association members prior to their official candidacy announcement. Candidates are not allowed to distribute, publish, or otherwise disseminate these letters prior to the official start of the campaign.

A letter of support may be from an individual or group/organization. The letter provides the candidate with the individual or group/organization commitment of support for the office being sought. Individuals or groups/organizations can provide as many letters of support as they deem appropriate to any candidate or multiple candidates in a specific race.

Members of the IACP Governing Body, elected or appointed leadership, and IACP Staff are prohibited from providing a letter of support or endorsement to any candidate for IACP office. [Rule is effective beginning with candidates for office in 2024.]

Letters of support and/or endorsement must be clearly identified as such, and if the candidate is using the letter for campaign purposes, they must clearly identify the level of support provided to avoid the appearance of misrepresentation of the intent of the letter or of level of support provided.

## Campaign Kickoff

The campaign officially begins once the winner of the previous election has been determined and announced.

## Use of Association Logo and Seal

Candidates are authorized to use only the IACP conference logo on their campaign materials. In no circumstances shall candidates use any other official IACP logo and/or seal.

## Role of Elected or Appointed Leadership and IACP Staff

Current members of the IACP Governing Body, elected or appointed leadership, and IACP staff are prohibited from actively campaigning for or against, or endorsing, any candidate for IACP office.

## Use of IACP Resources

### Website

The IACP will develop and host a candidate web page on the IACP Website. Candidates will be able to post a candidate message as well as biographical information on the site. Guidelines governing the length and content of candidate material will be developed and disseminated by the Nominations and Elections Commission.

### E-mails to IACP Voting Members (sent via IACP on behalf of candidates)

IACP will, on behalf of each declared and certified candidate, send two messages to its voting members via the IACP's communication network. The Nominations and Election Commission will develop and disseminate guidelines for the message content and also determine the dates of the mailings. In addition, the Nominations and Elections Commission will determine the dates of message distribution and the manner in which it is delivered.

## Election Results for Previous 5 years

IACP will provide each candidate with a copy of the election results for the contested election held in the preceding five years. The results will only display the total number of voters per state or country.

## Rosters

The IACP will provide each candidate with a roster of the President and Executive Director of the various State Association of Chiefs of Police. In addition, candidates may request a listing of IACP's World Regional Chairs. IACP will not provide any personalized identification on members, other than those listed.

## Campaigning at IACP-Sponsored Events

During events sponsored and hosted by the IACP, the President will determine whether or not candidate speeches will be allowed. If speeches are allowed, then all candidates present will be provided with an equal opportunity to speak. At IACP sponsored and hosted events (other than the annual conference) posters and or other campaign signage are prohibited.

## Campaigning at Non-IACP-Sponsored Events

At non-IACP sponsored events, candidates' speaking and other campaign activities will be determined by the event host.

## Campaigning at the Annual Conference

### Candidates' Speeches

Each candidate for contested office will be allowed an equal amount of time for campaign speeches at a general assembly of the annual conference. The President shall report the allocation of time for such speeches to the Election Commission, which shall not exceed 5 minutes per candidate. The Election Commission shall notify each candidate of the time allotted. Only the candidate will be permitted to speak.

The order in which candidates will speak will be determined by lot in accordance with the rules established by the Nominations and Election Commission.

### Candidate Forum

The IACP will schedule a candidates' forum during the annual conference to provide an opportunity for candidates to speak with IACP members. The scheduling of the event as well as the guidelines for candidate participation will be determined by the Nominations and Elections Commission.

### Candidate Booths

A table for campaigning and a main campaigning booth will be provided by the Nominations and Elections Commission to each candidate. The position of tables or booths will be selected by lot.

## Campaign Zones

Banners, posters, other campaign materials may be placed only in locations prescribed by the Nominations and Election Commission. Campaign leafleting may only occur in areas prescribed by the Nominations and Elections Commission.

## Campaign Workers

The actions of the campaign workers are considered to be the actions of the candidate. Any violation committed by a campaign worker will be treated as a violation committed by the candidate.

## Campaign Hospitality Rooms

Campaign hospitality events will not be open during general assemblies, business sessions and workshops.

## IACP Conference Hotels & Convention Center Rules

All requirements of hotels and convention centers will be strictly followed with regard to posting campaign literature or distributing campaign materials. Candidates are responsible for working with the hotels and convention center to determine their unique requirements. IACP will assist candidates in contacting the appropriate individuals at each venue.

## Filling Candidate Vacancies

If no candidate has filed for an elected Board office, or a candidate withdraws or is found to be ineligible, and there are no other candidates who have declared for the office, the filing period shall be reopened.

All candidates who have previously filed for an office shall have 72 hours to refile or redeclare their candidacy for a particular office.

If no eligible candidates file for an office within the filing deadline, any eligible member may file candidacy for said vacancy with the Executive Director/Chief Executive Officer on the opening day of the conference prior to election.

## Sanctions

### Investigation of Complaints

The Nominations and Elections Commission will be responsible for reviewing all candidate complaints or reports of potential campaign rule violations. The determination of the Nominations and Election Commission will be final.

## Intermediate Sanctions

If the Nominations and Election Commission rules that a campaign violation has occurred, it will have the ability to impose sanctions on the campaign responsible. The sanction imposed by the Nominations and Election Commission will be proportionate to the violations. Sanctions include, but are not limited to, the following:

- Reduction or cancellation of the time allotted for Candidate speech to the membership
- Reduction or prohibition on the use of IACP resources to contact the voting membership
- Removal of campaign signage from locations at the conference location
- Reduction in the hours of operation, or removal of, a candidate's booth at the annual conference
- Reduction in the amount of funds a candidate is authorized to expend on their campaign

## Candidate Disqualification and Removal

For serious campaign violations that have irreversibly impacted the fairness of the election the Nominations and Election Commission may recommend the removal of a candidate from the ballot. Such recommendation would be presented to the IACP President. The IACP Board of Directors will be responsible for reviewing the recommendation, investigating the complaint, and making a final determination on a candidate's status.

# RULE 16: DIVISION OF STATE AND PROVINCIAL POLICE

## Section 1: Policy and Objectives

The Division of State and Provincial Police shall be established and operated in accordance with the IACP Constitution, rules, and objectives, with special application to the particular and distinctive needs and interests of state and provincial police organizations. Within the meaning of this rule, state and provincial police shall include general police (agencies which have both highway patrol and criminal investigation responsibilities) and highway patrol forces in the service of state and provincial governments, or other sovereign governments exercising jurisdiction over territories within the United States or Canada.

## Section 2: Membership

- (a) Any member of a state or provincial police agency, as defined in Section 1, above, and who is an active IACP member (Article 2, Section 2), shall be eligible for membership in this Division.
- (b) Members of the Division may be admitted by vote at any annual meeting thereof upon the recommendation of the Division's Committee on Admissions. The Committee on Admissions shall not recommend for membership in the Division any person who does not, or whose agency does not, in all respects meet the qualifications specified in this rule, or whose interests or needs are not compatible with those of the Division.
- (c) All former Division members who remain IACP members shall be eligible to participate in Division activities and enjoy the privileges of the floor—but will not be eligible to vote or hold office in the Division.

## Section 3: Voting

All members of the Division shall enjoy the privilege of the floor, but only active and life members of the Association who have been admitted to membership in the Division, who are actually and officially engaged in state or provincial police administration, and who are the executive heads of state or provincial forces, pursuant to Section 2 of this rule, or the duly appointed representative of such executive head, shall be qualified to vote at annual, midyear, special, and regional meetings of the Division, but no state or province shall receive more than one vote. In the event that any state or province is represented by more than one executive head, the single vote of such state or province may be apportioned accordingly, and fractional votes shall be cast in the same manner as any other vote in the Division. Where the executive head or a duly appointed representative shall not be able to attend any annual, special, or regional meeting of the Division, the executive head may cast a vote by delivering a written proxy to any voting member of the Division.

## Section 4: General Officers and Election

- (a) The general officers of the Division shall be comprised of a General Chair, a First Vice Chair, a Second Vice Chair, and a Secretary-Treasurer. They shall be elected biennially during annual meetings of the Division by plurality vote of qualified voting members. They shall serve for a two-year term and until their successors have been elected and qualified in accordance with the procedures set forth herein.
- (b) In the event of the inability of the General Chair, First Vice Chair, or the Second Vice Chair to serve the complete terms (2 years) to which they were elected, the next ranking Chair will automatically be elevated into that vacated position to complete the remainder of the vacated term.

The General Chair may, in concert with the Executive Committee, appoint a member in an acting capacity to fill the last chair left vacated by this process, until a special election can be held at the next meeting of the S&P Division.

In the event that more than one of the general officers vacates their elected positions at the same time, a special election may immediately be conducted; the S&P Executive Committee determining the process.

This process will not in any way alter the cycle of elections of general officers every two years.

## Section 5: Executive Committee

There shall be an Executive Committee composed of:

- (a) The General Chair; the First and Second Vice Chairs; all Past Presidents of the IACP who are members of the Division of State and Provincial Police and currently active in police work; all Past General Chairs of the Division of State and Provincial Police who are currently active in police work; two appointed members of the Division of State and Provincial Police, one of whom shall be a member of a police force serving a province of Canada; the Division Secretary-Treasurer; the four Regional Chairs; and nonvoting members including the Division Legal Advisor; the Chairman of the Alumni Section; and the Advisor-at-Large.
- (b) The General Chair shall announce the Executive Committee appointments during the business session of the Division of State and Provincial Police. Regional Chairs, elected as prescribed in Section 6, will assume their positions on the Executive Committee at that time.

The Executive Committee shall:

1. Be the governing body of the Division and shall have the authority to take appropriate action in the establishment of Division policy and to perform all other duties necessary to the accomplishment of Division objectives not inconsistent with the IACP constitution.
2. Prepare and promulgate an administrative guide.

3. Approve the annual budget before submission to the Executive Committee of the Association.
4. Meet annually prior to the annual meeting of the Division to make determinations in matters of policy and advising the Division Director and General Chair with respect to these determinations.
5. Meet at the call of the General Chair at times other than the annual meeting when the business of the Division so demands. On demand of three (3) members of the Executive Committee, the General Chair shall call a meeting of the Executive Committee.

## Section 6: Regional Officers

Regional Chairs for the Mountain Pacific, North Atlantic, North Central, and Southern regions shall be elected biennially at the respective regional or special meetings. They shall begin their tenure during the business session of the annual meeting of the Division of State and Provincial Police following their election and shall serve during the elective term of the General Chair and until their successors have been installed.

## Section 7: Qualifications of Officers

The officers of the Division who hold any of the offices prescribed in Sections 4 and 5 of this rule, with the exception of the Secretary-Treasurer, shall be, at the time of their nomination, election, or appointment, voting members of the Division who are presently the executive heads of state or provincial forces. A state or province may have one or more members of the Division who are the executive heads of police forces therein, but the ultimate determination as to the status of an individual or an agency shall be made by the Executive Committee of this Division. No officer whose tenure as the executive head of a state or provincial force has been terminated may continue in office for the duration of a term.

All other officers of this Division shall be at the time of their nomination, election, or appointment, active and life members of the Association, who have been admitted to membership in the Association, who have been admitted to membership in this Division, and who are regularly engaged in state or provincial police administration.

## Section 8: Other Officers

One or more advisors may be appointed by the General Chair and serve during a term of office. Other officers and aides may be authorized from time to time by vote at the annual or special meeting of the Division and shall be appointed by the General Chair.

## Section 9: Duties of Officers

- (a) General Chair. The General Chair shall be chair of the Executive Committee, shall preside at all Executive Committee meetings, and shall also preside at the annual and special meetings of the Division. The General Chair shall be the spokesperson for the Executive Committee and shall act as liaison



between the Division membership and the Association and shall represent the Division on the Board of Directors and Executive Board.

- (b) It shall be the duty of the General Chair, with the assistance of the Executive Committee of the Division, in matters of policy and procedure to bring about the uniform operation and administration of divisional matters.
- (c) The General Chair shall appoint members of standing committees and may appoint special committees and their membership as deemed necessary.
- (d) First Vice Chair. First Vice Chair shall serve as the chairperson of the Standing Admissions, Resolutions, and Nominations Committees, and have oversight of the State and Provincial Police Planning Officers Section (SPPPOS).
- (e) Second Vice Chair shall serve as Parliamentarian, as Sergeant-At-Arms, and shall have oversight of the State and Provincial Police Academy Directors Section (SPPADS) and the Crash Awareness and Reduction Effort (CARE) Section.
- (f) Secretary/Treasurer. The Secretary-Treasurer shall, with the assistance of the IACP staff, notify the membership of all meetings and maintain minutes of all meetings with assistance from IACP staff; assist the General Chair with communications to the members and maintain the records of the Division; maintain a membership directory and assist in determining the eligibility of members to vote and participate in meetings.
- (g) As Treasurer, the officer shall, with the assistance of the State and Provincial Director review the Division budget and expenses; report the financial status to the membership at general meetings and advise the General Chair and the S&P Executive Committee as to financial matters.
- (h) Regional Chairs. Regional Chairs shall preside over the regional meetings of the Division and shall perform such other duties as may be prescribed by this rule or by the General Chair.
- (i) Advisors. The Advisor shall perform such duties as may be prescribed from time to time by the General Chair or by the Division.

## Section 10: Tenure

The status of any person appointed as a member of the Executive Committee and of any general officer shall terminate sixty (60) days after retirement or separation for any reason from regular and active police service. Vacancies in the appointive memberships of the committee may be filled by appointment for the unexpired terms by the General Chair. Vacancies in the general officers' positions may be filled in keeping with Section 4, paragraph (b).

## Section 11: Committees

- (a) Qualifications for Committee Membership. Any voting member of the Division may be appointed to a standing or special committee of the Division.

- (b) Standing Committees. Standing committees shall consist of not less than three (3) members. They shall report in accordance with the provisions of this rule and such other times as may be required by the General Chair or Executive Committee of the Division. Standing committees of the Division shall include:
1. Committee on Admissions. The Committee on Admissions, at assembled meetings of its membership held in conjunction with the annual or midyear meetings of the Division, shall determine the qualifications of applicants for membership and report at the annual or midyear meetings of the Division. All applications for membership shall be submitted in first instance to the Committee on Admissions.
  2. Committee on Nominations. The Committee on Nominations, at assembled meetings of its membership held in conjunction with the annual or midyear meetings of the Division, shall prepare its recommendations for officers of the Division as prescribed in Section 3 of this rule, and report at the annual meeting thereon. Nominations may be made for these offices and moved for action by any voting Division member from the floor, in addition to those made by the Committee on Nominations.
  3. Committee on Resolutions. The Committee on Resolutions, at assembled meetings of its membership held in conjunction with the annual or midyear meetings of the Division, shall review all formal motions declaratory of the policies of the Division and report its recommendations at the annual meeting of the Division.
    - (a) The Executive Committee of the Division may create additional standing committees as needed.
    - (b) Special Committees. Special committees may be established at the direction of the Division membership upon appropriate motion, or by the Executive Committee of the Division or the General Chair. Each special committee shall report to whomever was responsible for its creation. Determination of the size and composition of such committees may be determined by those who establish such committees. When any special committee shall have performed the duties entrusted to it, the committee shall be discharged.
    - (c) Recommendations Subject to Debate. Recommendations of all standing committees, and by special committees established by direction of the Division membership, shall be subject to debate and vote by the Division membership.

## **Section 12: State and Provincial Police Planning Officers Section**

- (a) Functions. This Section has been established to:
1. Facilitate the exchange of planning information and experiences among its member agencies.

2. Provide a central index of completed staff studies and a source of assistance for dealing with unique departmental problems.
  3. Encourage the establishment of the planning function within state and provincial law enforcement agencies.
- (b) Bylaws. This Section shall operate under bylaws as currently established and approved by the Executive Committee of the Division of State and Provincial Police, which are herein incorporated by reference. The bylaws may be amended at any annual meeting upon a two-thirds majority vote of Section members in attendance. Any amendment approved by the Section members shall be subject to the affirmation of the Executive Committee of the Division of State and Provincial Police prior to final adoption.

### **Section 13: State and Provincial Police Academy Directors Section**

- (a) Objectives. This Section has been established to meet the following objectives:
1. The creation and/or sponsoring of activities intended to advance the principles and competency of professional law enforcement instructors.
  2. The exchange of ideas, plans, and methods between Section members and other persons or organizations interested in achieving competency in law enforcement training.
  3. The development of ideas, plans, and methodology relating to the science of instructional technology.
  4. The dissemination of research data and information based on practical experience.
  5. The recognition of members and individuals comprising the law enforcement training community.
  6. The providing of assistance to those persons and/or organizations interested in the attainment of the goals and objectives of this organization.
- (b) Bylaws. This Section shall operate under bylaws as currently established and approved by the Executive Committee of the Division of State and Provincial Police, which are herein incorporated by reference. The bylaws may be amended at any annual meeting upon a two-thirds majority vote of Section members in attendance. Any amendment approved by the Section members shall be subject to the affirmation of the Executive Committee of the Division of State and Provincial Police prior to final adoption.

### **Section 14: State and Provincial Police Alumni Section**

- (a) Objectives. This Section has been established to meet the following objectives:
1. Improve the social involvement for both the retirees and their spouses.

2. Provide the State and Provincial Division with a ready source of knowledge and experience and a “Registry of Availability” that could result in members performing advisory and assessment-type functions.
  3. Provide organized influence on local and national issues that involve both the retirees and their agencies, such as health care and social security.
- (b) Bylaws. This Section shall operate under bylaws as established and approved by the Executive Committee of the Division of State and Provincial Police, which are herein incorporated by reference. The bylaws may be amended at any annual meeting upon a two-thirds majority vote of Section members in attendance. Any amendment approved by the Section members shall be subject to the affirmation of the Executive Committee of the Division of State and Provincial Police prior to final adoption.

## **Section 15: Crash Awareness and Reduction Effort Section**

- (a) Objectives. The Section has been established to provide the law enforcement profession and, more specifically, the law enforcement executive with information, training, and a forum for discussion of roadway safety issues to include, but not limited to, the improvement of public safety and quality of life in our communities through the development of a national roadway system that is free from motor vehicle crash fatalities and serious injuries.
- (b) Bylaws. The Section shall operate under bylaws as established and approved by the Executive Committee of the Division of State and Provincial Police, which are herein incorporated by reference. The bylaws may be amended at any annual meeting upon a two-thirds majority vote of Section members in attendance. Any amendment approved by the Section members shall be subject to the affirmation of the Executive Committee of the Division of State and Provincial Police prior to final adoption.

## **Section 16: Meetings**

An annual meeting of the Division shall be held in conjunction with each annual meeting of the Association. Special meetings of the Division may be called by the General Chair and must be called on the petition of members of the Division representing twelve (12) state and/or provincial police jurisdictions. Due notice of all meetings shall be given to members of the Division and the call for a special meeting shall clearly indicate the exclusive subjects for consideration thereat. A quorum at any meeting of the Division shall consist of voting members from at least twelve (12) state and/or provincial forces who are present in person. The order of business for each annual meeting shall include reports by the General Chair, which shall include a record of the Division’s Executive Committee action since the last annual meeting, the Vice Chairs and Regional Chairs, the Secretary-Treasurer, and such standing and special committees of the Division as have proceedings to report. The election and installation of officers shall follow. The Division may by vote determine whether any session shall be open or restricted to the voting membership, and its determination shall be final.

## **Section 17: Amendments**

This rule may be amended at any annual or special meeting provided a two-week notice of intention to move an amendment shall be given. Such notice of intention shall be delivered by a voting member to the General Chair and Secretary-Treasurer at least three weeks before such meeting, and the Secretary-Treasurer shall be responsible for advising the membership thereof within the time herein prescribed. Before any amendment shall take effect, it shall be approved by the Board of Directors of this Association as provided by the constitution.

## **Section 18: Budget Procedure**

The IACP staff that support the Division of State and Provincial Police shall prepare a budget annually for the ensuing year not later than August 15. Such budget shall set forth anticipated income and expenditures for the ensuing year. Upon approval of the Executive Committee of the Division it shall then be submitted to the Executive Director/Chief Executive Officer for the inclusion in the general budget of the Association for approval of the Board of Directors of the Association.

## **Section 19: Custody and Disbursement of Funds**

Any funds received by this Division for the purpose of organizing, developing, and promoting of state and provincial programs shall be deposited by the Executive Director/Chief Executive Officer in a special fund of the Association in a manner to be prescribed by the Secretary-Treasurer of the Association. All disbursements shall be made only upon the specific approval of the director and the Executive Director/Chief Executive Officer in accordance with the approved budget.

## **Section 20: Solicitation of Funds**

IACP staff may solicit funds for the support of the Division and its programs in the name of the Division upon the express approval of the Executive Committee of the Division and the concurrence of the Executive Director/Chief Executive Officer.

# RULE 17: DIVISION OF STATE ASSOCIATIONS OF CHIEFS OF POLICE

## Section 1: Purpose of the Division

The Division of State Associations of Chiefs of Police (SACOP) serves as the organizing body for the individual state associations of chiefs of police. SACOP also functions as the coordinating body between the state associations and the IACP, facilitating the exchange and dissemination of information related to a host of important topics in law enforcement.

SACOP works to:

- Create policy guidance on timely and relevant topics in law enforcement
- Facilitate and encourage dialogue between local law enforcement, state, and federal partners
- Provide tools and resources for members to more effectively manage their individual association
- Provide training programs and presentations on a wide array of subjects

## Section 2: Membership

Active membership in SACOP shall be open to all active members of the International Association of Chiefs of Police (IACP) in good standing who are currently serving as SACOP Representative or President of their State Association of Chiefs of Police. Active membership in this Division shall also be open to the executive directors of state associations, who are members in good standing of the IACP.

## Section 3: Membership Dues

Active Membership: Annual dues shall be five hundred dollars (\$500.00) per state unless changed by vote of the SACOP membership. These dues shall cover the individuals listed in Section 2.

## Section 4: SACOP General Officers

- (a) The General Officers of SACOP shall consist of a General Chair, Vice Chair, Immediate Past General Chair, one (1) At-Large Member, and four (4) Regional Chairs.
  1. The General Chair shall be the presiding officer at all SACOP meetings, represent the SACOP Division in all official matters, appoint all officers not elected, appoint standing and special committees, fill all vacancies for the remainder of the term of office, and supervise all subcommittees.

2. The Vice Chair shall assist, advise, and consult with the General Chair and with the Regional Chairs. In the absence of the General Chair, the Vice Chair shall preside.
3. The Immediate Past General Chair shall assist and advise the General Chair and the Vice Chair. In the absence of the General Chair and the Vice Chair, the Immediate Past General Chair shall preside.
4. The Regional Chairs shall direct and give leadership to activities within their respective regions.
5. The At-Large member shall assist the General Chair with communications to the members; coordinate/oversee an annually updated membership directory (by the SACOP annual meeting); and, assume the role of SACOP Parliamentarian in their absence or vacancy.

(b) Terms of Office

1. The General Chair and the Vice Chair shall each serve for two years. At the conclusion of that term, the Vice Chair shall ascend automatically to the position of General Chair, and the General Chair shall automatically become Immediate Past General Chair. The Regional Chair shall ascend automatically to the Vice Chair on a rotational basis from one of the four regions, in the following order: South, North Central, Mountain Pacific, and North Atlantic.
2. The At-Large Member shall serve for the period of the General Chair and will be appointed by the General Chair. The At-Large Member shall not serve more than two full terms.
3. The Regional Chairs shall be elected by the general membership at the Annual Meeting. They shall serve in that capacity until such time as they assume the position of Vice Chair, or until the position is vacated.
4. Each year at the SACOP Annual Meeting, all officers listed in Section 4(a), with the exception of the Immediate Past General Chair, must certify that they continue to meet the eligibility requirements set forth in this rule.

(c) The General Chair may, at their discretion, appoint a Sergeant-at-Arms, who shall not have voting powers on the Executive Committee. The Sergeant-at-Arms will assist in maintaining order during all SACOP meetings, including those of the Executive Committee, along with other duties as assigned by the General Chair.

(d) The General Chair may, at their discretion, appoint a Parliamentarian, who shall not have voting powers on the Executive Committee. The Parliamentarian will advise the General Chair in matters of parliamentary procedure during all SACOP meetings, including those of the Executive Committee, and will conduct the annual certification of all officers listed in Section 4(a) and 4(b) of this rule, along with other duties as assigned by the General Chair.

## Section 5: SACOP Executive Committee

- (a) There shall be a SACOP Executive Committee composed of both voting and non-voting members.
  1. The voting members shall include all of the SACOP General Officers identified in Section 4(a) of this rule, and the Chair of the Executive Directors Committee.
  2. The non-voting members of the Executive Committee shall include the Regional Vice Chairs, the SACOP Parliamentarian, the SACOP Sergeant at-Arms, and all past General Chairs who are currently engaged in active police service—with the exception of the Immediate Past General Chair. At the recommendation of the General Chair, the Executive Committee can appoint other SACOP members to serve on, and meet with, the Executive Committee in a non-voting, advisory role.
- (b) The Executive Committee shall:
  1. Be the governing body of SACOP and shall have the authority to take appropriate action in the establishment of SACOP policy and to perform all other duties necessary to the accomplishment of SACOP objectives not inconsistent with this constitution.
  2. Meet prior to the SACOP annual and midyear meetings to make determinations in matters of policy and advising the SACOP staff and the General Chair with respect to these determinations.
  3. Meet at the request of the General Chair at times other than the annual and midyear meetings when SACOP business so demands. On request of five (5) members of the Executive Committee, the General Chair shall call a meeting of the Executive Committee. Meetings can be held either in person or via electronic means.

## Section 6: Nominations and Elections

- (a) The General Chair may, if necessary, appoint a Committee on Nominations consisting of no fewer than three (3) active members of SACOP.
- (b) The Committee on Nominations may meet, during the annual or midyear conference but prior to the annual SACOP meeting, to select for presentation to the membership of the Division at the SACOP annual meeting, nominees for general officers. In addition to the nominations by the committee, any voting SACOP member may submit a nomination from the floor at the annual or midyear meeting and move for action by the membership. Each of the general officers, in addition to being a chief executive as provided above, must represent a different one of the four regions of SACOP. No two (2) general officers (with the exception of the General Chair and Vice General Chair) can be from any one region.



- (c) The Committee on Nominations shall, for the purpose of electing the general officers, assure the membership that proper representation by the nominees is divided continuously into four regions as follows:
1. Mountain Pacific (Alaska, Arizona, California, Colorado, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, and Wyoming);
  2. North Atlantic (Connecticut, Delaware, Maine, Maryland, New Hampshire, Massachusetts, New Jersey, New York, Pennsylvania, Rhode Island, and Vermont);
  3. South (Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, North Carolina, Oklahoma, South Carolina, Tennessee, Texas, Virginia, and West Virginia); and
  4. North Central (Illinois, Indiana, Iowa, Kansas, Kentucky, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, and Wisconsin).
- (d) Regional Chairs will be nominated from a state within their region and shall be elected by the general membership at the annual meeting. They shall serve in that capacity until such time as they assume the position of Vice Chair, or until the position is vacated. Each Regional Chair shall appoint a Vice Regional Chair, who will serve as the Acting Regional Chair in the event of a vacated office. A new Regional Chair shall be elected at the first business meeting held after the office has been vacated, at either the annual or midyear meetings.
- (e) SACOP members who hold any offices described in Section 4 of this Rule, shall be, at the time of their nomination, election, or appointment, voting members of SACOP who are presently engaged in regular and active police service as the Chief Executive Officers of their law enforcement agency.
- (f) The term of any of the general officers, except the Immediate Past General Chair, shall automatically terminate 60 days after retirement, resignation, demotion as chief executive, or separation for any reason from regular and active police service.
- (g) Should, at any time, the office of General Chair become vacant, the Vice General Chair will serve as Acting General Chair until the next business meeting, at which time it will be declared vacant and subject to election. Only members from the same region as the vacated General Chair are eligible for election to the unexpired term.
- (h) Should, at any time, the office of Vice General Chair become vacant, the Regional Chair from the same region will serve as Acting Vice General Chair until the next business meeting, at which time it will be declared vacant and subject to election. Only members from the same region as the vacated Vice General Chair are eligible for election to the unexpired term.

- (i) Should, at any time, a Regional Chair office become vacant, the Vice Regional Chair will serve as the Acting Regional Chair. A new Regional Chair shall be elected at the first Division business meeting held after the office has been vacated, at either the annual or midyear meeting of the SACOP Division, by a majority vote of qualified voting members present, and shall serve out the original term of the vacated office.

## Section 7: Voting

- (a) All members of the SACOP shall enjoy the privilege of the floor debate.
- (b) Each state will receive one (1) vote. The vote cast in the interest of each state must be cast by an active member designated by the respective state association of chiefs of police.
- (c) In the event of a tie vote, the General Chair will cast the tie-breaking vote.
- (d) If a candidate is unopposed for any elected office, the General Chair may request the Vice General Chair to cast the vote on behalf of the SACOP membership for that individual candidate to be elected by acclamation.

## Section 8: SACOP Staff

- (a) The IACP shall have a Director that serves, at least in part, as the Director of the SACOP Division. The Director shall serve at the pleasure of the IACP Executive Director.
  1. The Director shall direct and administer the affairs of SACOP in accordance with those policies promulgated by the SACOP Executive Committee and with the other rules and regulations of the IACP Constitution and IACP Rule and Policy Guide.
  2. The Director will represent SACOP in matters of particular and distinct interest to SACOP and shall provide guidance and direction to other Divisions and Sections of the IACP when they are performing functions relating to matters of interest to SACOP.
  3. The Director shall attend selected meetings of the IACP Executive Board, the IACP Executive Committee, and the IACP Directors for the purpose of advising on the activities of the SACOP Division.
  4. The Director shall have the authority and responsibility for the employment, efficiency, and discharge of employees of the SACOP Division, with the approval of the Executive Director, and in accordance with the IACP Rule and Policy Guide.
- (b) SACOP shall have a manager appointed by the Director. Such appointment shall be made in consultation with the IACP Executive Director/Chief Executive Officer and the IACP Deputy Executive Director.

1. The SACOP Manager shall assist the Director, the General Chair, the SACOP Executive Committee, and the SACOP members with day-to-day administrative and operational issues.
  2. The SACOP Manager shall serve as the liaison to other IACP Divisions, Sections, committees, and staff to further the goals and efforts of SACOP.
- (c) The SACOP staff will prepare, transmit, and maintain SACOP Division correspondence, reports, records, files, rosters—and perform related duties as may be designated by the General Chair and this rule. SACOP staff will also prepare and oversee the SACOP budget and grants and other project funds, including the approval of expenses.

## **Section 9: Discipline/Removal of Executive Committee Members**

- (a) When a member of the SACOP Executive Committee is reduced in rank or removed from an employing agency for misconduct, or when the member conducts themselves in such a manner as to bring the SACOP Division into disrepute, the General Chair shall appoint a three (3) member committee from the Executive Committee to investigate the allegations and report the findings to the next meeting of the Executive Committee.
- (b) If the General Chair acts in such a manner as to bring SACOP into disrepute, the Immediate Past General Chair or other Past General Chair in good standing, as selected by a vote of the Executive Committee, shall appoint a three (3) member committee from the Executive Committee to investigate the allegations and report the findings to the next meeting of the Executive Committee.
- (c) At the discretion of the General Chair, a meeting of the Executive Committee can be called to discuss the removal of any other Executive Committee member who, due to inability to attend a certain number of meetings—either in-person or via electronic means—no longer represents the best interests of the SACOP Division.
- (d) The Executive Committee shall cause a hearing to be conducted to review the results of the investigation and ascertain the suitability of the member to remain as a member of the Executive Committee. The member shall have at least two (2) weeks' notice to appear for the hearing; notice will set forth the allegations against the member. After due notice to appear for the hearing, the Executive Committee may proceed with the hearing in the presence of the member or in the absence of the member. If the member does appear, they shall be provided appropriate time to present any mitigating information. An affirmative vote by two-thirds of the members of the Executive Committee present and voting shall discipline the member.
- (e) The removal of any Executive Committee member, other than the General Chair, shall be subject to appeal heard and decided by a three-member panel appointed by the General Chair, who did not vote in the original hearing. At least one member must be a Past General Chair. Appeal of the removal of the General Chair shall be governed by the IACP Constitution.

## Section 10: Meetings

- (a) The SACOP Division will meet at least once at the IACP Annual Conference. The General Chair, with the assistance of the Vice Chair and the Executive Committee, will determine the meeting program and agenda prior to the meeting.
- (b) Each year, the SACOP Division will hold a Midyear and Annual Meeting.
- (c) A notice will be sent to all SACOP members at least sixty (60) days in advance of any business meetings, announcing the place and time of the meeting.
- (d) At the Annual and Midyear business meetings, a quorum shall consist of 50 percent of member states, provided each of the four regions has at least one member state present. At the regional meetings, a quorum shall consist of 50 percent of member states. At the Executive Committee meetings, a quorum shall consist of two-thirds of the voting members. For purposes of establishing a quorum, members may participate by written proxy, when appropriate, as determined by the General Chair.
- (e) SACOP business shall be conducted by motions and in accordance with the rules and regulations of the IACP Constitution.

## Section 11: Committees

- (a) Standing committees shall include the Executive Directors Committee. Additional committees may be created by the General Chair, with the approval of the SACOP Executive Committee, as conditions warrant for the investigation of matters particularly relevant to SACOP. A committee may be, according to the wishes of the General Chair, of a permanent or temporary nature. Committees may meet at the Annual and Midyear Meetings as well as virtual meetings as deemed appropriate.
  - 1. Executive Directors' Committee: There shall be a standing permanent committee created by SACOP that will foster the executive leadership of the state associations of chiefs of police. This committee will serve as equal resource to the IACP and SACOP as the other committees in this Section. This committee works to provide guidance to, and to be the voice of, each of the individual state associations.
    - i. Membership on this committee is open to all members of the IACP and SACOP who currently serve in an executive role within their respective state associations of chiefs of police. (Note: The goal is to have the executive director regularly join the meetings and not the president of the respective state association of chiefs of police in their place).

- ii. The SACOP General Chair shall appoint a chairperson who shall serve at the pleasure of the SACOP General Chair. The committee may present a suggestion of leadership to the SACOP General Chair.
- iii. Committee business shall be conducted by motions and in accordance with this rule and the rules and regulations of the IACP Constitution.
- iv. The committee shall report at all official SACOP meetings, to include the Annual and Midyear business meetings. .
- v. All reports and recommendations are subject to debate and vote by the SACOP membership.

## Section 12: Smaller Department Section

- (a) There shall be a standing permanent Section created by SACOP that will address the needs of smaller law enforcement agencies serving populations fewer than 50,000 or having fewer than 50 sworn officers.
- (b) Membership in this Section is open to all members of the IACP in good standing, who currently serve within any IACP Division, Section, or committee who are from departments that meet the criteria of a smaller law enforcement agency defined in Section 12(a). (Note: This allows participation of other IACP members who have a passion and interest in smaller department issues. This Section is not intended to be SACOP members only).
  - 1. All members of the Section who are not otherwise active SACOP members, as defined in Section 2(a) of this rule, shall be considered SACOP affiliate members, as defined in Section 2(b) of this rule.
  - 2. The SACOP General Chair shall appoint a Chairperson who shall serve at the pleasure of the SACOP General Chair. The Chairperson must be an active SACOP member, as defined in Section 2(a).
  - 3. A member from each of the four SACOP regions will be appointed to serve on the Section by their respective SACOP Regional Chair.
  - 4. The SACOP staff shall serve as the IACP liaisons for this Section.
- (c) The Section shall meet at the SACOP annual and midyear meetings. The Section Chairperson may call other meetings anywhere in the United States. The Section Chairperson shall cause a notice to be sent to all Section members at least sixty (60) days in advance of any business meetings, announcing the place and time of the meeting.
  - 1. A quorum shall consist of members in attendance.
  - 2. Committee business shall be conducted by motions and in accordance with this rule and the rules and regulations of the IACP Constitution.
- (d) The Section shall report at all official SACOP meetings, to include the annual and midyear business meetings.
- (e) All reports and recommendations are subject to debate and vote by the SACOP membership.

## Section 13: Resolutions

- (a) Resolutions favorably voted on by the SACOP membership at its annual or midyear meeting shall be submitted to resolutions@theiacp.org for processing via the Board of Directors.

## Section 14: Amendments

- (a) Amendments to this rule shall be voted on at the annual or midyear SACOP meeting, and passed by a majority vote of those in attendance, provided a quorum, as defined in Section 10(d), is present. Before any amendment shall take effect, it shall be approved by the Board of Directors.

## Section 15: Proclamations

- (a) SACOP may issue proclamations to render honors to individuals, organizations, associations, or other groups for distinguished service and as otherwise appropriate. The SACOP General Chair must approve all proclamations prior to their issuance.

## Section 16: Rules

- (a) The SACOP Executive Committee may adopt rules for this Division not inconsistent with the above provisions, the other rules of the IACP Constitution, and the policies and procedures of the IACP.

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# RULE 18: GLOBAL POLICING DIVISION

## Section 1: Objectives

It is the purpose and intent of the Board of Directors of the IACP to provide, by this rule, for the establishment and administration of an Global Policing Division, with world regions as integral and subordinate parts of the International Association of Chiefs of Police consistent with its constitution and bylaws now current and from time to time amended. The full intent of this rule is to provide a strategic plan for the international programs and activities of the IACP.

## Section 2: Definitions

The phrase “Global Policing Division” is inclusive of the World Regional Offices, which are established by the Steering Committee of the Global Policing Division, the International Vice President, and other entities as deemed appropriate.

The phrase “World Regional Office” is intended to mean the same as is in standard usage by the United Nations—but is not intended to be restrictive of inclusion of nations contiguous to any one defined region from being accepted in either such region at the election of the members therein, but not in more than one such region.

The phrase “integral and subordinate” is intended to mean that the Division and its subordinate entities must conform to the constitutional articles and rules of the parent body, the IACP, and remain and continue as entities of the governing body of the IACP (the Board of Directors) and govern their actions and conduct their business within the established policies and procedures of the Executive Director/Chief Executive Officer of the IACP.

## Section 3: Membership

Any member qualified and accepted for membership in accordance with Article II of the constitution will be a member of a world region, where one exists, being the region in which the member has connection with the national, state, or municipal police forces of that region or, when no such connection exists, the region within which such member resides.

Only active and life members of IACP may vote and hold an office described in Sections 4 and 5 of this rule.

## Section 4: General Officers

The Global Policing Division consists of designated World Regional Offices, their officers, subcommittees, and general membership.

The International Vice President will serve as the General Chair of the Division for a term expiring at the third annual conference following their ascension to the Chair. He/she will



serve as a member of the IACP Executive Board and perform the duties associated with the position.

The Division Vice Chair will ascend to the position of International Vice President upon the conclusion of the incumbent's term or for any other reason that may preclude the International Vice President from concluding his/her term.

The Division Secretary shall be appointed by the International Vice President for a term to coincide with that of the International Vice President, and not to exceed that term, unless appointed by the succeeding International Vice President. The Secretary may be from the same nation as the International Vice President.

Regional officers will consist of a Regional Chair, Regional Vice Chair, and Secretary. Nominations for the Regional Chair will be submitted by the membership of the Global Policing Division Steering Committee and an appointment will be made by the International Vice President. The Chair of each region shall appoint the Regional Vice Chair, Secretary, and other officers as appropriate. The Regional Vice Chair may not be from the same nation as the Regional Chair unless such appointment is approved by the International Vice President.

Regional Chairs shall serve for two-year terms. They will be presented their appointment letters at the annual conference of the IACP for a term expiring at the third annual conference of their appointment and continue until such time as their successors have been appointed and taken office. The succeeding International Vice President may extend the two-year term of any Regional Chair by appointment.

## **Section 5: Steering Committee of the Global Policing Division**

There shall be a Steering Committee of the International Policing Division. The Steering Committee will establish policy for the Division and oversee budget requests from each of the regional offices.

- (a) The membership of the Steering Committee of the Global Policing Division shall consist of the International Vice President, Division Vice Chair, Division Secretary, the Chairs and Vice Chairs of the World Regional Offices, the Chair of the IMPACT Section of the IACP, the Chair of the Advisory Committee to the Steering Committee of the International Policing Division; and not more than twenty-four (24) additional active or life IACP members. All Past International Vice Presidents shall be non-voting ex officio members.
- (b) As referenced in subsection (a) the International Vice President shall appoint not more than twenty-four (24) Steering Committee members representing each of the following groups or classifications:
  1. At-Large Member #1
  2. At-Large Member #2
  3. At-Large Member #3
  4. At-Large Member #4

5. At-Large Member #5
  6. At-Large Member #6
  7. National/Transnational Organization Seat #1
  8. National/Transnational Organization Seat #2
  9. National/Transnational Organization Seat #3
  10. National/Transnational Organization Seat #4
  11. National/Transnational Organization Seat #5
  12. National/Transnational Organization Seat #6
  13. National/Transnational Organization Seat #7
  14. National/Transnational Organization Seat #8
  15. National/Transnational Organization Seat #9
  16. National/Transnational Organization Seat #10
  17. National/Transnational Organization Seat #11
  18. National/Transnational Organization Seat #12
  19. National/Transnational Organization Seat #13
  20. National/Transnational Organization Seat #14
  21. National/Transnational Organization Seat #15
  22. National/Transnational Organization Seat #16
  23. National/Transnational Organization Seat #17
  24. National/Transnational Organization Seat #18
- (c) In connection with Section (b) the nominations to the eighteen (18) National/Transnational Organization Seats will be made by the Steering Committee of the International Policing Division, and the appointments will be made by the International Vice President in consultation with the IACP Executive Board. The International Vice President shall appoint the six (6) At-Large Members, however, no more than two At-Large Members may come from the same nation.
- (d) All members of the Steering Committee of the Global Policing Division will serve at least a two-year term. They are eligible for reappointment. National/Transnational Organization Seats will be given a three-year term and may be delegated within the organization to allow the affiliated organization to familiarize itself with IACP culture, policies, and procedures and to choose a representative who will serve the full three-year term.
- (e) The status of any person appointed as a member of the Steering Committee and any general officer, shall terminate after any change in his/her status as an active or life member of IACP. Vacancies in the appointive membership of the committee may be filled by appointment for the unexpired terms by the International Vice President.

- (f) Modification, expansion, or contraction of the National/Transnational Organization Seats will be made by the Steering Committee of the Global Policing Division with the approval of the IACP Board of Directors.
- (g) Members of the Steering Committee of the Global Policing Division may, if they are unable to attend a meeting of the committee, assign their vote to another member of the Steering Committee. The International Vice President must be notified, in writing, of this assignment prior to the meeting.
- (h) There shall be an Advisory Committee to the Steering Committee of the International Policing Division. The initial members of the Advisory Committee shall be those individuals who served on the North American Subcommittee of the International Policy Committee. Future appointments to the Advisory Committee shall be made by the International Vice President, in consultation with the Director of the International Policing Division.
- (i) The Steering Committee of the Global Policing Division shall meet each year at the IACP Annual Conference and at such other times and locations as determined by the International Vice President.

## **Section 6: Election of Division Vice Chair**

- (a) The Division Vice Chair will be elected by the Steering Committee of the International Policing Division.
- (b) The Election of the Division Vice Chair may only be held during the annual conference of the IACP.
- (c) Nominations for the position of Division Vice Chair may only be made by members of the Steering Committee of the Global Policing Division and must be submitted to the International Vice President thirty (30) days prior to start of the annual conference of the IACP.
- (d) The Steering Committee of the Global Policing Division shall create a Subcommittee on Nominations and Elections, which will be responsible for reviewing the qualifications of nominated individuals and the orderly conduct of Division elections. The Subcommittee will ensure that Steering Committee members voting for Division Vice Chair are eligible to vote and that the voting process is conducted fairly, professionally, and equitably. The International Vice President will appoint the membership of the Subcommittee, which will consist of no fewer than three (3) members of the Steering Committee of the International Policing Division.
- (e) Eligibility Requirements for Division Vice Chair
  1. The Division Vice Chair may not be from the same nation as the International Vice President.
  2. Only active and life members of the IACP are eligible to be nominated.

- (f) All candidates for the office of Division Vice Chair must have the opportunity to speak to the Steering Committee of the Global Policing Division before the committee votes.

## Section 7: Duties of Officers

- (a) International Vice President: The International Vice President shall be chair of the Steering Committee of the Global Policing Division and shall preside at all Steering Committee meetings. He/she shall also preside at the annual and special meetings of the Division. He/she shall be the spokesperson for the Steering Committee and shall act through the Division Director as liaison between the Division and IACP. The International Vice President serves as a member of the governing body as established by the IACP Constitution. The International Vice President shall appoint members of standing subcommittees and may appoint members of special subcommittees.
- (b) Division Vice Chair: If the International Vice President is unable to perform his/her duties at any time due to his/her absence, the Vice Chair shall perform such duties ad interim.
- (c) Division Secretary: The Division Secretary shall maintain a record of correspondence and meetings of the Division together with a Division membership directory. The Division Secretary shall determine the qualification of members attending the Steering Committee of the Global Policing Division meetings and also perform such other duties pertaining to the nature of his/her office as may be prescribed by the International Vice President. The Division Secretary will be responsible for maintaining and preparing budgetary documentation. Copies of all records of meetings shall be forwarded to the Director of the Global Policing Division of IACP.
- (d) Regional Chair: The Regional Chair is responsible for overseeing the activities of the World Regional Office, developing regional conferences, promoting IACP membership, and assisting members.
- (e) Regional Vice Chair: If the Regional Chair is unable to perform his/her duties at any time, the Regional Vice Chair shall perform such duties ad interim.
- (f) Regional Secretary: The Regional Secretary shall maintain a record of correspondence and meetings of the region, maintain a directory of members, maintain financial records, and ensure that notice of meetings is served and that copies of all proceedings are forwarded to the IACP.

## Section 8: World Regional Offices

World Regional Office-Purpose/Objectives:

- Market IACP and provide information on services that can be provided.
- Promote, plan, and organize international executive policing conferences within the geographical region.

- Serve as IACP's voice in a particular geographic region.
- Provide other World Regional Offices with information regarding a particular country's law enforcement structure and issues.
- Promote articles for publication in the IACP Police Chief magazine.
- Encourage membership in the Association within the world region.
- Provide members in the region with an active voice in IACP activities.
- Promote internships, fellowships, international travel and exchange programs. World Regional Offices may be divided along the following geographical lines, but may include or exclude countries as determined by the International Vice President and the general membership:

Region 1—North American World Regional Office (US, Canada)

Region 2—Central American/Caribbean World Regional Office (those countries of Central America and the Caribbean)

Region 3—South American World Regional Office (those countries of South America)

Region 4—European World Regional Office (those countries of Europe)

Region 5—Middle East World Regional Office (those countries within the Middle East, West Asia, and North Africa)

Region 6—African World Regional Office (those countries of Sub-Saharan Africa)

Region 7—Asian/Pacific World Regional Office (those countries of Central Asia, India and Southeast Asia, the Pacific and Australia)

There shall be a Steering Committee for each World Regional Office comprising the Regional Chair, Regional Vice Chair, immediate past Regional Chair, the Regional Secretary, and no more than two members of the regional general membership appointed by the Regional Chair.

The Steering Committee shall be the governing body of the region and shall have the authority to take appropriate action in the establishment of duties necessary to the accomplishment of the region's objectives and the directives of the IACP Board of Directors.

The Steering Committee shall meet annually or at the call of the Regional Chair at times when the business of the region so demands.

## **Section 9: Division Director**

The Division shall have a Division Director, approved by the Executive Director/Chief Executive Officer of the Association.

He/she shall administer the affairs of the Division at the headquarters of IACP in accordance with those policies promulgated by the Executive Director/Chief Executive Officer in accordance with the constitution of IACP. He/she will represent the Division in matters of particular and distinct interest to that Division.

The Director shall have the authority and responsibility for the employment, efficiency, and discharge of employees (if any) of the Division, with the approval of the Executive Director/Chief Executive Officer.

## **Section 10: Committees**

Any voting member of the Division may be appointed by the International Vice President to a special committee of the Division.

Special committees shall consist of not less than three members. They shall report as required to the International Vice President.

Special committees may be established at the direction of the International Vice President or Division membership upon appropriate motion. Those establishing them may determine the size and composition of such committees. Special committees shall be discharged when their duties have been completed. (10-19-93)

## **Section 11: Meetings**

Meetings of the Division may be called by the International Vice President. The International Vice President will call an Global Policing Division meeting at the Association's annual conference.

A meeting of the Global Policing Division shall be held annually in conjunction with the IACP Annual Conference. Members of the International Policing Division, in good standing with IACP, may attend these meetings and have full voting rights.

## **Section 12: Amendments**

This rule may be amended at any meeting of the Division provided the International Vice President gives notice of at least two weeks to members. Before any amendment shall take effect, it shall be approved by the Board of Directors of the IACP as provided by the constitution.

## **Section 13: Budget Procedure**

The director of the International Policing Division, in consultation with the International Vice President, shall prepare an annual budget for the ensuing year and submit it to the Association's Executive Director/Chief Executive Officer for approval and inclusion in the general budget of the Association consistent with the submission schedule established by the Association's Financial Review Committee. This budget submission shall include requests from the World Regional Offices.

### **Section 14: Custody and Disbursement of Funds**

Any funds received by the Division for the purpose of organizing, developing, and promoting programs and their proceeds shall be deposited in a manner prescribed by the treasurer of the Association in a special account of the Association for the benefit and operation of that Division. All disbursements shall be made only upon the specific approval of the International Vice President in accordance with the approved budget.

### **Section 15: Solicitation of Funds**

The International Vice President, Division Vice Chair, or Division Secretary may solicit funds for the support of the Division and its programs in the name of the Division consistent with the requirements of the constitution and rules of the Association.

### **Section 16: Center for International Research and Education**

Under the guidance and authority of the Division, a research and education center may be established. Activities occurring within the center, but not limited to, are international law enforcement exchange programs, internships, fellowships, educational opportunities, and group travel. The center will be established in complete compliance with the IACP's budgetary controls and guidelines governing such activities.

# RULE 19: MIDSIZE AGENCIES DIVISION

## Section 1: Mission and Objectives

The Midsize Agencies Division (MSA) is dedicated to providing a voice within the IACP for the leadership of law enforcement agencies comprised of 50 to 999 sworn officers, as well as a forum for these leaders to share the unique challenges and opportunities in policing that emerge from departments of this size. The Division is further committed to embracing and leveraging the special capacity and flexibility of these agencies to innovate and drive progressive change within the profession, with the goal of better policing worldwide.

The objectives of the Midsize Agencies Division are:

- To provide a mechanism of representation for midsize agencies that recognizes their unique needs, challenges and advantages within the law enforcement community.
- To educate, through evidence-based research, practical application, and innovative practices. To establish an annual meeting and midyear meeting designed to capitalize on the strengths of various midsize agencies and to present solutions to identified common issues in an environment of mutual exchange, so as to advance leading practices into next practices.

## Section 2: Membership

- (a) Membership in this Division shall be open to all active, life, and associate members of this Association in good standing who are now, who have been involved in, or who have a professional interest in, policing midsize agencies. Members meeting the qualifications detailed in Section 5 are eligible to hold offices in this Division.
- (b) Divisional membership applications shall be submitted through the IACP for processing.

## Section 3: Meetings and Voting

- (a) The annual Division meeting shall be held in conjunction with the Association's annual conference. The General Chair, with the assistance of the Vice Chair and Regional Chairs, will determine the meeting program and agenda prior to the Division meeting and shall coordinate the program with the IACP staff.
  1. Annual Division meetings shall be open to all regular Division members, ex officio members, IACP members, and invited guests.
  2. In the absence of a proper rule for conducting a meeting, the current revised Robert's Rules of Order will govern.



Midyear or other special meetings of the Division may be called by the General Chair.

- (b) A notice to be sent to all Division members at least thirty (30) days in advance of any business meetings of the Division announcing the time and place of the meeting.
- (c) All Division members who are active or life members of the association will have the full voting privileges.
- (d) All voting shall be based on the majority of members present.in attendance. In situations where meetings are held virtually or in hybrid format, members can participate virtually as candidates and may vote virtually.

## **Section 4: General Officers**

The general officers of the Division shall be comprised of a General Chair; a Vice Chair; Regional Chairs for each region as defined in Section 8 of this rule, and one At-Large Member. Vice Chair, Regional Chairs, and At-Large Member shall be elected biennially during annual meetings of the Division by plurality vote of qualified voting members. Candidates for Vice Chair must have served as a Regional or At-Large Chair for a minimum of two (2) years.

## **Section 5: Qualifications of Officers**

The general officers of the Division shall be, at the time of their nomination, election, or appointment, voting members of the Division who are presently the executive heads of a midsize agency. The status of any general officer shall terminate sixty (60) days after retirement or separation for any reason from regular and active, executive-level midsize agency police service.

## **Section 6: Tenure and Succession**

- (a) General officers shall serve for a two-year term and are elected during the MSA business meeting at the Annual Conference. They shall begin their tenure during the next Executive Board meeting of the Division of Midsize Agencies following their election and shall serve until their successors have been installed.
- (b) The Office of General Chair shall be filled automatically by succession of the Vice Chair.
- (c) Should the Chair be unable to fulfill the two-year term, the Vice Chair will assume those responsibilities and will continue as Chair until the next Annual Conference, at which time they begin their two-year elected term.
- (d) In the event of a vacant or vacated office, the Chair, in consultation with the Division Executive Committee, shall appoint an interim representative to that office. The interim representative shall serve out the remaining tenure of the vacated office, at which time they may run for election at the Annual Conference.
- (e) The Vice Chair is voted into position and remains until ascension to the General Chair position.

## Section 7: Executive Committee

There shall be an Executive Committee composed of:

- (a) The General Chair; the Vice Chair; Immediate Past General Chair; At-Large Member; and the Regional Chairs.
- (b) The Executive Committee shall:
  - 1. Be the governing body of the Division and shall have the authority to take appropriate action in the establishment of Division policy and to perform all other duties necessary to the accomplishment of Division objectives that are consistent with this rule.
  - 2. Meet annually prior to the annual meeting of the Division to make determinations in matters of policy and advising the Division liaison and General Chair with respect to these determinations.
  - 3. Meet at the call of the General Chair at times other than the annual meeting when the business of the Division so demands. On demand of three (3) members of the Executive Committee, the General Chair shall call a meeting of the Executive Committee.

## Section 8: Duties of Officers

- (a) General Chair. The General Chair shall be chair of the Executive Committee, shall preside at all Executive Committee meetings, and shall also preside at the annual and midyear/special meetings of the Division. The General Chair shall be the spokesperson for the Executive Committee and shall act as liaison between the Division membership and the Association and shall serve as the Divisional representative on the IACP Executive Board. It shall be the duty of the General Chair, with the assistance of the Executive Committee of the Division, in matters of policy and procedure to bring about the uniform operation and administration of Divisional matters.
- (b) Vice Chair. The Vice Chair shall assist, advise, and consult with the General Chair and Regional Chairs on Division business and have oversight over any committees as assigned by the General Chair. If the General Chair is unable to perform designated duties at any time for any reason, the Vice Chair shall perform such duties ad interim.
- (c) Regional Chairs. Regional Chairs will be elected from a jurisdiction within their region, giving direction and leadership to Division activities within their respective regions. Regional Chairs shall preside over any regional meetings of the Division and shall perform such other duties as may be prescribed by this rule or by the General Chair.
- (d) Immediate Past General Chair shall assist and advise the General Chair and the Vice Chair. In the absence of the General Chair and the Vice Chair, the Immediate Past General Chair shall preside.

Regions shall be comprised of the following states, provinces, commonwealths, territories, countries:

1. **West Coast:** Alaska, California, Hawaii, Oregon, Washington
  2. **Mountain Southwest:** Arizona, Colorado, Idaho, Montana, Nevada, New Mexico, Oklahoma, Texas, Utah, Wyoming
  3. **Midwest:** Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, Wisconsin
  4. **Northeast:** Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont
  5. **Southeast:** Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Virginia, West Virginia
  6. **International:** Canada and areas not represented within the other 5 regions.
- (e) At-Large Member. The At-Large Member will work with the General Chair and Vice General Chair to provide insight and perspective of Midsize Agencies to the IACP membership.

## Section 9: Discipline/Removal of Executive Committee Members

- (a) When a member of the Midsize Agency Division Executive Committee is reduced in rank or removed from an employing agency for misconduct, or when the member conducts themselves in such a manner as to bring the Midsize Agency Division into disrepute, the General Chair shall appoint a three (3) member committee from the Executive Committee to investigate the allegations and report the findings to the next meeting of the Executive Committee.
- (b) If the General Chair acts in such a manner as to bring Midsize Agency Division into disrepute, the Immediate Past General Chair or other Past General Chair in good standing, as selected by a vote of the Executive Committee, shall appoint a three (3) member committee from the Executive Committee to investigate the allegations and report the findings to the next meeting of the Executive Committee.
- (c) At the discretion of the General Chair, a meeting of the Executive Committee can be called to discuss the removal of any other Executive Committee member who, due to inability to attend a certain number of meetings—either in-person or via electronic means—no longer represents the best interests of the Midsize Agency Division.
- (d) The Executive Committee shall cause a hearing to be conducted to review the results of the investigation and ascertain the suitability of the member to remain as a member of the Executive Committee. The member shall have at least two (2) weeks' notice to appear for the hearing; notice will

set forth the allegations against the member. After due notice to appear for the hearing, the Executive Committee may proceed with the hearing in the presence of the member or in the absence of the member. If the member does appear, they shall be provided appropriate time to present any mitigating information. An affirmative vote by two-thirds of the members of the Executive Committee present and voting shall discipline the member.

- (e) The recommendation for removal of any Executive Committee member, other than the General Chair, shall be subject to appeal heard and decided by a three-member panel appointed by the General Chair, who did not vote in the original hearing. At least one member must be a Past General Chair. Appeal of the removal of the General Chair shall be governed by the IACP Constitution.
- (f) After a hearing is conducted and any appeal has been heard the General Chair will forward the recommendation for removal to the IACP Board of Directors.

## **Section 10: Committees**

Special committees may be established at the direction of the Division membership upon appropriate motion, or by the Executive Committee of the Division or the General Chair. Each special committee shall report to the General Chair's designee. Determination of the size and composition of such committees may be determined by those who establish such committees. When any special committee shall have performed the duties entrusted to it, the committee shall be discharged.

## **Section 11: Amendments**

This rule may be amended at any annual or special meeting, provided a two-week notice of intention to move an amendment shall be given. Such notice of intention shall be delivered by a voting member to the General Chair and At-Large at least three weeks before such meeting, and the At-Large shall be responsible for advising the membership thereof within the time herein prescribed. Before any amendment shall take effect, it shall be approved by the Executive Committee of this Association as provided by the constitution.

## **Section 12: Resolutions**

Resolutions favorably voted on by the Division at its annual and/or midyear meeting(s) shall be submitted in writing to the Association Executive Director/Chief Executive Officer through the Division staff liaison for processing and forwarding to the Resolutions committee and then to the Board for final acceptance.

### **Section 13: Dues**

Dues shall be set by a vote of the Division membership during either the midyear or annual meeting of the Division. A recommendation for dues adjustment may only be made by the Division Executive Committee. A notice that a dues adjustment will be considered must be provided to all members of the Division at least 45 days prior to the meeting.

