



# **GACP**

## **By-Laws**

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## **ARTICLE I DUES**

- Section 1. All dues shall be paid at the time of application for membership, and thereafter not later than January 31, of each membership year. A member whose dues have not been paid by January 31 shall be delinquent, and no longer eligible to vote. Any member who becomes delinquent in paying dues shall be required to pay an additional reinstatement fee, as determined by the Executive Board.
- Section 2. Membership (for classifications – refer to GACP Constitution, Article II) dues will be as follows and may be amended by the Executive Board at any time for the next annual dues period, provided that the By-Laws will be amended prior to the conclusion of the next annual dues period to reflect the new dues structure:
- a) Chief Executive Membership dues will be \$150.00 per year.
  - b) Command Staff Membership dues will be \$150.00 per year.
  - c) Life Members, who are no longer employed in full-time law enforcement duties, shall not be required to pay membership dues.
  - d) Professional membership dues will be \$150.00 per year.
  - e) Corporate membership dues will be \$250.00 per year.
  - f) Associate membership dues will be \$25.00 per year.
  - g) Honorary Life member shall not be required to pay membership dues.
  - h) Chaplains shall not be required to pay membership dues.
- Section 3. Any member who resigns or who is dismissed from his position shall be ineligible for a dues refund.
- Section 4. Acceptance or Revocations of Membership Applications.
- a) As a private voluntary Association, the Georgia Association of Chiefs of Police, Inc., reserves to its Executive Board of Directors the exclusive authority to determine its own membership criteria, and whether any individual's admission or denial of admission to membership will advance the Association's objectives and interests.
  - b) Once an application for membership has been accepted, the Board may, for reasons it deems just and proper, revoke the membership. If the Board decides to revoke any member's membership the member's current prepaid membership fee shall be prorated (on a monthly basis) and the unused portion shall be returned to the individual.

## **ARTICLE II MEETINGS**

- Section 1. There shall be a minimum of two business meetings during each calendar year. One meeting is to be held at the first half of the year and another at the second

half of the-year. The meetings in the first half of the year and the second half of the year are designated for training and conducting Association business as deemed necessary. The Executive Board shall have the authority to designate the name of the conference / meeting as they deem appropriate. These meetings will be held at the call of the President upon at least thirty (30) days previous notice mailed by the Association to each member of the Association. A quorum shall be those members in attendance at such meetings.

- Section 2. Monthly meetings of the Association may be held for the purpose of disseminating information for the good and welfare of the Association. Such meetings may be called upon order of the President at a time, place, and date specified in such order.
- Section 3. Special meetings, other than annual meetings, may be called at any time or place upon the call of the President upon written request of at least thirty (30) or more Chief Executive Members or when requested by a majority of the Executive Board. At such special meetings, no business shall be transacted except that specified in the call. Notice of special meetings and the business to be transacted shall be mailed to each voting member of the Association at least five (5) days in advance of such special meetings. A quorum for these called meetings of the Association shall be 25 or more Chief Executive Members, or a majority of the Executive Board.
- Section 4. On all questions, the vote may be taken by voice or hand vote. Upon a motion made and duly carried by a vote of the majority of the Chief Executive Members present, a roll-call vote shall be taken on any question. In such case, the Executive Director shall call the roll and the vote of each Chief Executive Member shall be entered into the minutes and published in the official minutes of the meeting.

### **ARTICLE III RULES OF ORDER**

- Section 1. Any questions coming before the meeting for which no provision has been made in the Constitution and By-Laws shall be governed by the rules as specified in "Roberts Rule of Order."
- Section 2. Any member who offers a motion shall respectfully address the presiding officer.
- Section 3. All motions and resolutions, if requested by the President, shall be presented in writing.

### **ARTICLE IV ORDER OF BUSINESS**

1. Meeting called to order.
2. Roll Call
3. Reading of minutes of previous meeting.
4. Presentation of the financial report.
5. Report of the Executive Director.

6. Report of the President.
7. Reports from Executive Board Members.
8. Reports from Committees.
9. Old business.
10. New business.
11. Adjournment.

## **ARTICLE V AWARDS AND RECOGNITIONS**

Section 1. The Georgia Association of Chiefs of Police shall present the “Louis M. Dekmar / GACP Outstanding Chief” award to a Chief Executive Member of the Association. Nominations may be made by anyone wishing to nominate a Chief, providing the Chief they wish to nominate is in good standing with the Association. The Executive Director will accept nominations throughout the year, but all nominations must be received by the Executive Director no later than the established deadline. Nominations received after the established deadline may be resubmitted for the following year’s award. Nominations may be made by letter or on forms provided by the Association. The Executive Director may encourage and promote nominations for this award to obtain a sufficient number of nominations to determine the most qualified individual as the Association’s “Outstanding Chief” but may not “suggest” any particular chief executive member for the award.

The Executive Director shall submit a list of all nominees whose nominations meet the qualification standards specified herein to the Executive Board. The Executive Board shall select the Outstanding Chief from the list of nominees.

Criteria to be considered in making the selection shall include the member’s service to the Association, service to the community, and accomplishments as a law enforcement administrator.

Current Executive Board Members are not eligible to receive this award.

The award shall be presented at the second training conference of the year, at a time and place determined by the Executive Board.

Section 2. The Georgia Association of Chiefs of Police shall also present an “Outstanding Officer”, “Outstanding Supervisor” and “Outstanding Administrative Assistant” award. Nominations may be made by anyone wishing to nominate an individual. The Executive Director will accept nominations throughout the year, but all nominations must be received by the Executive Director no later than the established deadline. Nominations may be made by letter or on forms provided by the Association. The Executive Director may encourage and promote nominations for this award to obtain a sufficient number of nominations to determine the most qualified individual as the Association’s “Outstanding Officer / Supervisor / Administrative Assistant”, but may not “suggest” any particular officer for the award.

Once all nominations have been received, the Executive Director will forward the nominations to the respective District Representatives, according to the nominee's district. The District Representatives shall select the Outstanding Officer, Supervisor and Administrative Assistant for their district. The winning nominations from each district will then be forwarded by the Executive Director to the Executive Board. The Executive Board shall select the Outstanding Officer, Supervisor and Administrative Assistant from the list of district nominations.

Officers, supervisors, and administrative assistants employed by an agency under the control of any member of the GACP Executive board are not eligible for these awards.

The "Outstanding Officer" and "Outstanding Supervisor" awards shall be presented at the second training conference of the year, at a time and place determined by the Executive Board. The "Outstanding Administrative Assistant" award shall be presented at the administrative assistant's conference at a time and place determined by the Executive Board or the Executive Director.

Section 3. The Georgia Association of Chiefs of Police shall present the Dr. Curtis E. McClung / Motorola Award of Excellence. This award honors achievements in innovative programs that:

- Have an impact on a department's mission, goals, and objectives,
- Have widespread implications on community/department and the law enforcement profession,
- Utilize or deploy resources to accomplish a stated goal effectively,
- Affect quality of life issues of the community,
- Impact professionalism in law enforcement,
- Promote community and media relations,
- Enhance the spirit of cooperation among agencies of multiple jurisdictions, and
- Address an operational challenge (i.e., natural disaster, unique crime problem, etc.).

Agencies under the direct control of a GACP Executive Board member cannot apply for this award. All other law enforcement agencies in which the head of the agency/department is a member in good standing with GACP at the time of the award presentation are eligible to apply for the Dr. Curtis E. McClung/Motorola Award of Excellence.

The Executive Director will accept nominations throughout the year, but all nominations must be received by the Executive Director no later than the established deadline. Nominations received after the established deadline may be resubmitted for the following year's award. Nominations may be made by letter or on forms provided by the Association. The Executive Director may encourage and promote nominations for this award to obtain a sufficient number of nominations to determine the most innovative programs for the Dr. Curtis E. McClung / Motorola Award of Excellence but may not "suggest" any particular program for the award. The Executive Director shall submit a list of all nominations meeting

the qualification standards specified herein to the Executive Board. The Executive Board shall select the Curtis E. McClung/Motorola Award of Excellence from the list of nominees.

- Section 4. All other awards, certificates, or recognition by the Association shall be at the prerogative of the President of the Association.

## **ARTICLE VI ELECTION RULES AND REGULATIONS**

Section 1. Candidates shall be limited to a maximum expenditure of \$1,000 campaign expense, which includes the actual cost or value of items purchased or donated as in-kind contributions to the candidate's campaign. This cost does not include reasonable travel expenses around the state (mileage, room and board). Where there is doubt about the value of in-kind contributions, the Nominations and Elections Committee can set the value of an in-kind contribution.

Section 2. No candidate for office in the Association shall sponsor, or have sponsored on his/her behalf, a hospitality room.

Section 3. Each candidate for office will be provided with an opportunity to speak for five minutes on behalf of his/her candidacy at the general business meeting at the semi-annual training conferences.

Section 4. A financial statement shall be filed with the Nominations and Election Committee prior to the close of business the day before the election.

Section 5. Sanctions.

- a) Violations of the campaign practices shall be reported to or ascertained by the Nominations and Election Committee.

1. If a breach of campaign practice rules is ascertained before the election, the Nominations and Election Committee will inform the candidate of the breach, asking them to cease and desist. If the candidate does not cease and desist, or if the breach is serious, the Nominations and Election Committee shall take the report of the breach to the Executive Board.
2. If elected, before the breach is found, it may serve as grounds for forfeiture of office by majority vote of the Executive Board.

- b) The Executive Board may do the following:

1. If the breach is discovered before the election, the Nominations and Election Committee may recommend to the Executive Board, depending on the severity of the violation, that the candidate's name be removed from the ballot.
2. If the breach is discovered after the election, the Nominations and Election Committee may recommend to the Executive Board, depending on the severity

of the violation, that the candidate be removed from office.

3. The Nominations and Election Committee may recommend to the Executive Board to exonerate the candidate.

Section 6. There may be no campaigning within (50) feet of the ballot boxes during the hours of the elections. Campaigning may include, but not be limited to, personal contact, signs, stickers, balloons, or any other items bearing the candidate's name for election purposes.

Section 7. No Executive Board Members shall campaign or openly support a candidate for office of the GACP.

Section 8. No member of the Executive Board may run for election as a Vice president while serving as a current Executive Board member. Any member of the Executive Board (including Chairman of the District Representatives and Immediate Past President) who chooses to run for office as an elected Vice President must first resign his/her office on the Executive Board before announcing his/her candidacy.

Section 9. The President of the Association may fill the Executive Board vacancy by nominating to fill the vacant office of Immediate Past President with a Chief Executive Member of the Association, provided that the individual so selected has previously served as a President of the Association. The nomination shall be subject to a vote by the Executive Board Members to confirm the nomination. The Executive Board vote may be taken either by voice vote cast in an open meeting, or by a written ballot signed by the voting Executive Board Members.

## **ARTICLE VII DISCIPLINE**

Section 1. Members of all classifications are expected to conduct themselves in a professional manner while in attendance at all Georgia Association of Chiefs of Police functions. The President reserves the right to admonish any member of the Association that exhibits behavior that brings discredit to themselves or the Association. Should such behavior continue after the admonition, the President may at his/her discretion, call for an emergency executive board meeting to address said member. The Executive Board maintains the exclusive right to take such action as deemed appropriate to rectify the situation up to and including having the member in question removed from the function. In cases of removal of a member, only a majority vote is required by the Executive Board.

## **ARTICLE VIII BUDGET**

Section 1. The Executive Director 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.

Section 2. Adoption of Budget.

- a) The fiscal year of the Association shall be from July 1<sup>st</sup> through June 30<sup>th</sup>.
- b) The Executive Director shall submit the proposed budget to the Finance/Audit Committee between April 1<sup>st</sup>, and May 1<sup>st</sup>, prior to the fiscal year to which it applies, in order that final adoption may be made by June 15<sup>th</sup>. When an amendment is indicated, the Executive Director shall recommend revision of the budget, which may take effect if approved by the Executive Board. Amendments to the budget, and all expenditures for non-budgeted items that exceed \$5,000.00, and any expense exceeding \$20,000.00 shall be referred to the Executive Board for its approval.
- c) The Executive Board shall adopt the annual budget of the Association no later than June 15<sup>th</sup> preceding the fiscal year that it covers.

**ARTICLE IX  
BUDGET CONTROL**

Section 1. The Executive Director is responsible for collection of all monies or property due the Association and shall establish and maintain a systematic method for handling receipts, which will give proper assurance that all such money and property due the Association are actually received and accounted for.

Section 2. 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 to the Association, the Executive Director is directed to take such action necessary to make the collection as deemed appropriate and which is consistent with the Constitution and By-Laws. In the case of any member whose dues are delinquent for a period of thirty-one (31) or more days, they shall not be sent further correspondence of the Association as long as such delinquency continues with the exception of correspondence related to membership invoices and past due reminders.

Section 3. As soon as possible and practical upon receipt of monies and other funds and securities of the Association, which shall be received, the Executive Director shall deposit them in a checking account of the Association.

**ARTICLE X  
ANNUAL AUDIT**

Section 1. There shall be an annual audit of all monies received and expended. The Executive Director is authorized, with the approval of the Executive Board, to engage a professional accounting firm to complete this audit. The audit



report shall be completed and available for inspection to all members at the first training conference / meeting of the year. Full audits will be conducted annually unless otherwise deemed appropriate by the Executive Board.

## **ARTICLE XI COMMITTEES**

Section 1. The President shall appoint such committees as may be authorized by this the By-Laws or by resolution of the Association or by the Executive Board. Each committee shall have a Chair and Vice Chair, both appointed by the President. The Chair shall have complete oversight and authority over a committee. The Chair or Association President may appoint other members to serve on a committee as he/she deems necessary. Only a Chief Executive member can serve as a Committee Chair.

Section 2 The Association shall have the following standing committees to aid in the following accomplishments of its objectives:

a) Constitution and By-Laws Committee

This committee shall review the Constitution and By-Laws annually to ensure it reflects the goals and objectives of the Association. This committee will also review the Constitution and By-Laws for any contradictions and report such to the Executive Board.

b) Traffic Safety Committee

This committee shall examine and make recommendations to the Board and the Association on matters concerning traffic laws, traffic safety, traffic enforcement, and such other tasks as the President shall assign to it from time to time.

c) Public Relations Committee

This committee should foster professional growth and partnership between the law enforcement community and the public it serves. Members of this committee will assist the Association with media relations/press releases etc.

d) Training Committee

This committee shall provide general guidance to the Executive Director and GACP staff with respect to training. It should transact the necessary business discussions, research, evaluation and determinations of police training matters to assist the Association with coordinated and cooperative effort in the implementation of effective executive level training for law enforcement leaders.

e) Legislative Committee

This committee shall study and evaluate all proposed legislation that may favorably or adversely affect law enforcement, particularly legislation affecting

law enforcement managers, and report, as needed, their finding to the Association or the Executive Board. The committee, upon request of the President or Executive Director, may provide for the appearance of its chair or other qualified members to appear before a legislative body to present the officials views of the Association. The Committee will also work with contracted government relations firms / consultants.

f) Corporate / Private Security Committee

This committee is composed of representative members from all facets of the private security sector and the law enforcement community. The role of the committee is to strive to improve the relationship between the private sector and the public sector by the discussion and dissemination of meaningful data on a continuing basis.

g) Finance / Audit Committee

This committee shall have review responsibility over the general operating budget of the Association. This committee shall review the staff prepared budget and make recommendation to the Executive Board and the Executive Director regarding adoption of the annual budget and/or major budget modifications.

h) Nominations and Election Committee

The Nominations and Elections Committee shall be responsible for enforcing rules, regulations and constitutional provisions regulating elections, and for monitoring and certifying election results. They shall investigate post-election objections based upon a candidate's ineligibility for office or violations of rules or regulations governing elections and report such findings to the Executive Board.

The Nominations and Election Committee shall consist of the immediate five Past Presidents. In the event that one or more of the five immediate Past Presidents are not available to serve on the Nominations and Election Committee, the President of the Association may name any Chief Executive member of their choice to serve.

i) Sergeant of Arms Committee

This committee is responsible for assisting the Nominations and Elections committee in ensuring that all rules and regulations are followed. Also, this committee assists the President in ensuring that order is maintained during all meetings. In addition, members may be requested to aid the Executive Director or Training and Conference Director in enforcing regulations established for conference events to include vendors, meetings, and banquet functions.

j) POST Council Committee

The GACP President will become a voting member on POST Council for the duration of their presidency. He/She will fulfill all duties as required by the POST Council. In the event the President cannot attend a meeting of the POST Council, he/she will name a proxy and notify POST Council of the same.

k) K-12 Campus Committee

The K-12 Campus Committee will be responsible for reviewing the training components to properly train officers working inside local K-12 schools. This Committee will also work with the Georgia Public Safety Training Center to identify issues related to providing services in the K-12 environment in order to provide support to K-12 officers and improve their service delivery.

l) Chief Peer Support Committee

The Chief's Peer Support Committee works with existing state and local peer support networks to provide training and opportunities for service to Chief Executive Members and Command Level Officers who want to serve as peer Counselors to other Chief Executive Members.

m) SACOP/IACP Committee

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. Members of the Committee are the GACP President, the GACP Executive Director, and a Representative appointed by the President.

GACP will provide reimbursement for travel, lodging, meals and registration fees for the SACOP/IACP Committee members to attend IACP conferences.

n) Military Affairs Committee

Serves as the liaison to the military community and coordinates activities benefiting the Association and such other tasks as the President shall assign to it.

o) State Certification Committee

The State Certification Committee shall function as outlined in the most current edition of the state certification manual.

p) Joint Review Committee

The Joint Review Committee shall function as outlined in the most current edition of the state certification manual.

q) Risk Management / Reduction Committee

The Risk Management / Reduction Committee shall review those factors that potentially result in law enforcement staff being injured or killed, as well as potential claims of liability. Develop evidence-based solutions to mitigate the contributory causes of these issues and share the findings with the membership.

- Section 3. The President of the Association, as deemed necessary to carry on the work of the Association, shall appoint such other ad hoc committees, standing or special. The President shall be an ex-officio member of all committees except the Nominations Committee. The President shall appoint members to any council or committee where GACP representation is required by State law.

## **ARTICLE XII AMENDMENT OF BY-LAWS**

- Section 1. Any Executive Board member may request a change to the By-Laws by filing with the Executive Director, the Executive Board, and the Chairman of the Constitution and By-Laws Committee, a revision of the By-Laws and an explanation of the reason for the change at least thirty (30) days before the Executive Board meeting at which it is to be considered.
- Section 2. The Constitution and By-Laws Committee shall have the function of editing the proposed By-Law amendment to ensure its meaning is clear, that it is consistent with the Constitution, and to report whether it has any effects upon other By-Laws. It shall provide its edited amendment and its report to the Executive Director for dissemination to the members of the Executive Board and publishing for the Membership.
- Section 3. The By-Laws may be adopted or amended by the vote of five (5) out of seven (7) Executive Board members voting at a meeting wherein proper notice of the proposed by-law or amendment has been provided to the Executive Board members and the general membership not less than 7 days prior to said meeting. Publishing may be accomplished through written correspondence or the Association magazine, or on the Association's website, or through electronic mail to the general membership.