



**International
Association of
Law Enforcement
Planners**

By-Laws And Rules of Procedure

BYLAWS

ARTICLE I - NAME AND PURPOSE

Section 1 Name.....	6
Section 2 Goals and Purpose.....	6

ARTICLE II - MEMBERSHIP, DUES AND VOTING

Section 1 Types of Memberships.....	6
Section 2 Restrictions.....	7
Section 3 Dues.....	7
Section 4 Voting.....	7

ARTICLE III - OFFICERS, RESPONSIBILITIES, TERMS OF OFFICE, ELECTIONS, AND VACANCIES

Section 1 Officers.....	7
Section 2 Officers Responsibility and Terms of Office.....	8
Section 3 Board Associates.....	12
Section 4 Elections.....	14
Section 5 Filling Vacancies.....	14

ARTICLE IV - COMMITTEES

Section 1 Bylaws Committee.....	15
Section 2 Certification and Awards Committee.....	15
Section 3 Nominations Committee.....	16
Section 4 Ad Hoc Committees.....	16
Section 5 Expenses.....	16

ARTICLE V - CHAPTERS

Section 1 Sanctioning.....	16
Section 2 Chapter Responsibilities.....	16
Section 3 Revocation of Charter.....	16

ARTICLE VI - MEETINGS

Section 1 Annual Conference.....	17
Section 2 Petitions.....	18
Section 3 Rules of Procedure.....	18

ARTICLE VII - QUORUM

Section 1 Requirements.....	18
-----------------------------	----

ARTICLE VIII - AMENDMENT OF BYLAWS AND RULES

Section 1 Requirements.....	18
-----------------------------	----

ARTICLE IX - BUDGET AND FINANCES

Section 1 Annual Budget Required.....	19
---------------------------------------	----

ARTICLE X - DISPOSITION OF ASSETS

Section 1 Duration of the Association.....	19
Section 2 Termination of the Association.....	19

RULES OF PROCEDURE

RULE 1 - PUBLICATIONS

Section 1. Quarterly Newsletter	20
Section 2. Miscellaneous Publications	20
Section 3. ListServe Protocol	20

RULE 2 - PROJECT REPOSITORY

Section 1. Aims and Purpose.....	20
Section 2. Repository Director.	20
Section 3. Operation	21
Section 4. Planning Abstract Listing Service	21

RULE 3 - ANNUAL CONFERENCE

Section 1. Location and Time.....	21
Section 2. Conference Preparations	21
Section 3. Conference Finances	22
Section 4. Reservations	22
Section 5. Business.....	22

RULE 4 - PROFESSIONAL CERTIFICATION, PLANNER OF THE YEAR, PROJECT OF THE YEAR AND ANNUAL REPORT CONTEST

Section 1. Certification	22
Section 2. Planner of the Year	23
Section 3. Project of the Year	23
Section 4. Long Standing Contribution and Achievement in the Profession	23
Section 5. Annual Report Contest.....	24

RULE 5 - GRANTS AND CONTRIBUTIONS

Section 1. Application for Support.....	24
Section 2. Acceptance of Funds for Support.	24
Section 3. Administration of Funds for Support.	24

RULE 6 - MEMBERSHIP PROCEDURE

Section 1. Records	25
Section 2. Application Procedure.....	25
Section 3. Resignation, Disqualification, and Transfer of Membership	25
Section 4. Action Against Members	25
Section 5. Individual and/or Independent Research and Involvement if IALEP	26

RULE 7 - COLLECTION AND DISBURSEMENT OF FUNDS

Section 1. Responsibility for Collection and Disbursement	26
Section 2. Deposit of Monies	26
Section 3. Expense Accounts.	26
Section 4. Audit.	27
Section 5. Tax Exemption.	27
Section 6. Credit Cards.	27

RULE 8 - MEETING OF THE EXECUTIVE BOARD

Section 1. Time	27
Section 2. Expenses	27
Section 3. Notice of Meetings	28
Section 4. Order of Business	28
Section 5. Agenda	28
Section 6. Recording of the Proceedings of Meetings.	28
Section 7. Reports of Meeting.....	28
Section 8. Petitions	28

RULE 9 - COMMITTEES

Section 1. Designation of Committees	29
Section 2. Committee Work.	29
Section 3. Authority of Committees.....	29

RULE 10 - REQUIREMENTS TO CHARTER A CHAPTER

Section 1. Members	29
Section 2. Meetings.....	29
Section 3. Requirements.....	29

Revision History

September 19, 2005	2005 Annual Conference	<ul style="list-style-type: none"> • Rule 1 – Section 1: Newsletter • Rule 3 – Section 2: Conference Preparations • Rule 3 – Section 3: Conference Finances • Rule 10 – Section : Members
September 22, 2005	2005 Annual Conference	<ul style="list-style-type: none"> • Revised Article V – Section 2: Chapter Responsibilities
September 29, 2006	2006 Annual Conference	<ul style="list-style-type: none"> • Article III Officers, Responsibilities, Terms of Office, Elections and Vacancies– All Sections • Article IV Committees – All Sections • Article V Chapters – Section 2 • Article VIII Amendment of By-Laws and Rules – Section 1 • Rule 1 Publications - Sections 2 & 3 • Rule 2 Project Repository – Section 2 • Rule 3 Annual Conference – Sections 2-4 • Rule 4 Professional Certification, Planner of the Year, Project of the Year, and Annual Report Contest – Sections 1, 2 & 4 • Rule 5 Grants and Contributions – Section 4 • Rule 7 Collection and Disbursement of Funds – Section 4 • Rule 8 – Meeting of the Executive Board – Section 2 & 6
September, 2008	2008 Annual Conference	<ul style="list-style-type: none"> • Article III - Officers, Responsibilities, Terms of Office, Elections, and Vacancies - Sections 1, 2, 3 & 5

		<ul style="list-style-type: none"> • Rule 3 – Annual Conference – Section 1 • Rule 8 – Meeting of the Executive Board – Section 2
April, 2009	2009 Mid Year Meeting	<ul style="list-style-type: none"> • Rule 4 – Addition of Section 4
September, 2010	2010 Annual Conference	<ul style="list-style-type: none"> • Revised Article II, Section 3, Remittance of Chapter Dues by the Treasurer • Article III, Section 3, Addition of Assistant Webmaster Position
January, 2013	2013 Consent Resolution	<ul style="list-style-type: none"> • Rule 1 Publications - Sections 3 • Rule 2 Project Repository – Section 1, 2 & 4 • Rule 3 Annual Conference – Sections 2 & 3 • Rule 4 Professional Certification, Planner of the Year, Project of the Year, and Annual Report Contest – Sections 1-4 • Rule 5 Grants and Contributions – Section 1 • Rule 6 Membership Procedures – Section 2-4 • Rule 7 Collection and Disbursement of Funds – Section 5 & 6 added
September, 2013	2013 Annual Conference	<ul style="list-style-type: none"> • Article II – Dues, Membership and Voting, Section 1 • Article II – Board Positions, Section 2

International Association of Law Enforcement Planners BYLAWS

ARTICLE I - NAME AND PURPOSE

Section 1 Name

1. The name of this organization shall be the International Association of Law Enforcement Planners (IALEP), hereinafter referred to as the Association, chartered as a 501(c)(6) non-profit professional organization in the State of Missouri.

Section 2 Goals and Purpose

1. This Association is organized to enhance professionalism, improve communication, foster cooperation among law enforcement planners on all levels, and provide a forum for the exchange of innovative strategies and programs.
2. The Articles of Incorporation and the Bylaws shall govern the Association, and it shall adopt no policy and shall take no action in conflict with either the Articles of Incorporation or Bylaws.
3. This Association shall be deemed a separate entity from all-existing state and/or local law enforcement planning groups. However, the Association shall have the authority to affiliate with similar organizations to further the purposes for which this Association was formed.

ARTICLE II - MEMBERSHIP, DUES AND VOTING

Section 1 Types of Memberships

1. Membership in the Association shall be for individuals only, and shall be classified and defined as follows:
 - a. Active Member: Any full-time employee, or honorably retired former full-time employee of a national, regional, state, county, provincial, municipal or local law enforcement agency who: is designated as having organizational planning responsibilities; has previously served in a position having organizational planning responsibilities; or who holds, or has previously held, a management or executive position; and who has paid their annual Association dues in full.
 - b. Associate Member: Any individual with a professional or academic interest in the law enforcement planning function who has paid their annual Association dues in full. An associate member shall have privileges of active membership, except those of holding office, voting, and applying for professional certification.
 - c. Life Member: Any active or associate member in good standing awarded a lifetime membership. Bestowal of life member status requires consent of the Executive Board and a majority of votes during a general meeting of the membership. The President and any Executive Board member who has served on the board for a minimum of four consecutive years, shall automatically be awarded life membership at the end of his/her term of office. A life member shall have all of the rights and privileges of an active member unless otherwise provided herein. A life member shall be exempt from the payment of Association dues.

Section 2 Restrictions

1. The individual members and/or Chapters of the Association shall not attempt to influence legislation or participate in political activities on behalf of the International Association of Law Enforcement Planners without the express approval of its Executive Board.

Section 3 Dues

1. The Executive Board shall set annual dues. The membership year shall begin January 1 and extend through December 31. Membership dues shall be paid by March 1. New members will be responsible for payment of dues at time of membership approval. Dues paid by new members will be for the current calendar year.
2. Each member directly to the Association Treasurer shall submit annual Association dues, and any chapter dues.
3. The Association Treasurer will remit all chapter dues collected annually to the appropriate chapter.
 - a. Chapters shall set their own dues.
 - b. Membership in a recognized Chapter shall be optional.

Section 4 Voting

1. There shall be one vote per active membership. Associate members shall not have voting privileges. Voting shall take place during general business meetings at the annual conference or by mail at the discretion of the Executive Board.

ARTICLE III - OFFICERS, RESPONSIBILITIES, TERMS OF OFFICE, ELECTIONS, AND VACANCIES

Section 1 Officers

1. The officers of the Association shall be the President, Executive Vice-President, Staff Vice-President, Secretary, Treasurer, Immediate Past President, Repository Director and the Training and Certification Coordinator.
 - a. Officer vacancies, which shall be open to election at the annual conference, will be announced to the general membership in the newsletter prior to the annual conference.
 - b. Individuals must be active members in order to be eligible to hold office.
 - c. No chapter president may serve concurrently as an elected officer of the Association and as a chapter president. A chapter president may seek election to Association offices, but must resign as chapter president prior to assuming office.
2. The officers listed below in Section 2, Paragraphs 1 through 8, shall be the governing body of the Association and shall be called the Executive Board of the Association. Authority to take all appropriate measures and perform all duties required to accomplish the goals and objectives of the Association shall be vested in the Executive Board. The Executive Board may establish major administration policies and develop form procedures for the conduct of business affairs, in accordance with the provisions of these Bylaws.
 - a. Such policies and procedures may include those concerning: Membership applications; regulations governing the budgeting, receipt, custody, disbursement, and accounting of

the Association's funds; purchase contracts, travel vouchers, and other expenditures; employment and compensation of staff, order of business and conduct of the annual conference; and growth and development of the Association.

- b. Reasonable expenses incurred by members of the Executive Board, the Board Associates or of those committees established by the Executive Board as a result of Association business may be reimbursed at the discretion of the Executive Board provided funds are available.
- c. The President, with the consent of the Executive Board may appoint, remove, and prescribe duties for all such assistants as may be necessary to carry on the work of the Association and may appoint, with the consent of the Executive Board, standing committees and other committees deemed necessary to accomplish the goals and objectives of the Association. All such committees will be governed by the precepts detailed in Rule 9.

Section 2 Officer's Responsibility and Terms of Office

1. President

a. Duties of the President:

- 1) The President shall preside at all meetings of the Association and shall serve as the Chair of the Executive Board.
- 2) The President shall preside at the annual conference and shall monitor the development of the annual conference, agenda, and implementation.
- 3) The President shall be the official spokesperson for the Association in all matters pertaining to other agencies or groups, or to the public.
- 4) The President, with the consent of the Executive Board, shall appoint such standing and other committees and chairs thereof as are authorized by the Association. The President shall be responsible for the proper functioning of all committees.
- 5) The President shall perform other duties as may be assigned by the Executive Board or by resolution of the Association.

b. Term of the President

- 1) The President shall serve for a term of one year (non-renewable) to begin on January 1, following the annual conference.
- 2) The President shall succeed to the position of Immediate Past President upon the conclusion of his/her term.

2. The Executive Vice-President:

a. Duties of the Executive Vice President:

- 1) The Executive Vice-President shall act for the President when necessary in specifically prescribed matters.
- 2) The Executive Vice-President shall assist the President in monitoring development and implementation of the annual conference.

- 3) Under the direction of the President, the Executive Vice-President shall speak for the Association and shall be responsible for ensuring the publication of a quarterly newsletter.
 - 4) The Executive Vice-President shall work with the Training and Certification Coordinator to ensure the success of the Planner's Course.
 - 5) The Executive Vice President shall maintain communication with all Association Chapters and serve as the Executive Board Liaison with the Chapters.
- b. Term of the Executive Vice President
- 1) The Executive Vice-President shall serve for a one year term to begin on January 1, following the annual conference.
 - 2) The Executive Vice-President shall succeed to the position of President upon the conclusion of his/her term.
3. Staff Vice-President:
- a. Duties of the Staff Vice President:
- 1) The Staff Vice-President shall serve as an ex-officio member of the Certification and Awards Committee
 - 2) The Staff Vice President shall assist the President and Executive Vice-President with such other duties as may be assigned by the Executive Board.
 - 3) The Staff Vice-President shall coordinate the advertising, promotion, brochures, and publications for the Association.
- b. Term of the Staff Vice President
- 1) The Staff Vice-President shall be elected at-large during the annual conference.
 - 2) The Staff Vice-President shall serve for a term of one year to begin on January 1, following the annual conference.
 - 3) The Staff Vice-President shall succeed to the position of Executive Vice-President upon the conclusion of his/her term.
4. Secretary:
- a. Duties of the Secretary:
- 1) The Secretary shall take notes of all meetings and provide the Executive Board with a written record of the business transacted therein.
 - 2) The Secretary shall serve as an ex-officio member of the Bylaws Committee.
 - 3) The Secretary shall give due notice of all meetings of the Association and keep the official minutes thereof.
 - 4) The Secretary shall also provide the Repository Director with copies of all minutes, notes, etc., to be placed in the Repository as part of the permanent historical record of the Association.
 - 5) The Secretary shall provide Minutes of all Executive Board meetings to be published to the membership following the meeting.

- 6) The Secretary shall be the liaison between the Executive Board and the Webmaster. This will ensure that the current information is maintained on the Association web site.

b. Term of the Secretary

- 1) The Secretary shall be elected at-large at the annual conferences held during even numbered years.
- 2) The Secretary shall serve for a two-year renewable term to begin on January 1, following the annual conference at which he/she is elected.
- 3) The Secretary shall serve in this position for no more than two consecutive terms, unless no other member comes forward for the position. If no other member comes forward for the position the current Secretary may be re-elected to the position for another term.

5. Treasurer:

a. Duties of the Treasurer:

- 1) The Treasurer shall be held responsible for the custody of all funds and securities belonging to the Association, and shall determine the manner of depositing and safeguarding such funds and securities.
- 2) All monies from dues and other sources belonging to the Association shall be sent to the Treasurer, who shall disburse funds only in accordance with the provisions of the Bylaws and Rules established by the Executive Board. Upon receipt of dues, the Treasurer shall notify the appropriate Chapter President of the member's acceptance into the Association. New members shall also be provided notification of acceptance.
- 3) It shall be the Treasurer's duty to issue a semi-annual financial report to the Executive Board. The semi-annual financial report shall be published to the membership.
- 4) An annual financial review of all financial records shall be conducted by an outside auditing agency.
- 5) The Treasurer shall also be responsible for making a full financial report to the membership at the annual conference and for submitting all supporting financial records for outside audit and tax return preparation. A report of the audit and a copy of the tax return shall be submitted to the Executive Board for approval and presentation to the full membership.
- 6) All monies, securities, books, papers, and other properties of the Association shall be promptly delivered to the Treasurer's successor, or to whomsoever the Executive Board may designate to receive the same.
- 7) The Treasurer shall be bonded in the amount deemed appropriate by the Executive Board.
- 8) The Treasurer shall be the liaison between the Executive Board and the Association Office and Staff.

b. Term of the Treasurer

- 1) The Treasurer shall be elected at-large at those annual conferences held during odd numbered years.
- 2) The Treasurer shall serve for a two-year, renewable term to begin on January 1, following the annual conference at which he/she is elected.
- 3) The Treasurer shall serve in this position for no more than two consecutive terms, unless no other member comes forward for the position. If no other member comes forward for the position the current Treasurer may be re-elected to the position for another term.

6. Immediate Past President:

a. Duties of the Immediate Past President:

- 1) The Immediate Past President shall provide advice and guidance as needed.
- 2) The Immediate Past President shall serve as an ex-officio member of the Nominations Committee.
- 3) The Immediate Past President shall coordinate the election process for all vacant Board positions each year at the Annual Training Conference.
- 4) The Immediate Past President shall cultivate and recruit members for leadership positions in the Association.

b. Term of the Immediate Past President

- 1) The Immediate Past President shall serve for a term of one year and shall not be eligible for elective office within the Association for a period of one year thereafter.
- 2) The Immediate Past President shall rotate off of the Executive Board upon the conclusion of his/her term.

7. Training and Certification Coordinator:

a. Duties of the Training and Certification Coordinator:

- 1) The Training and Certification Coordinator shall be responsible for the planning, coordination, and execution of the Police Planner's Course.
 - The Training and Certification Coordinator will maintain an active liaison with all IALEP Police Planner's Course instructors to ensure the timely delivery of training courses throughout the year, ensure topical material for courses is of high quality and applicable, ensure that course material is congruent with the requirements of planner certification, and ensure that feedback is actively solicited and properly addressed.
 - The Training and Certification Coordinator will also coordinate the location for courses and establish a liaison with the local law enforcement agency to facilitate the handling of all on-site logistics (hotel, course equipment, and materials).
 - The Training and Certification Coordinator will also work directly with the IALEP Administrative Assistant to help with coordination of course registrations and website information.

- 2) The Training and Certification Coordinator shall work directly with the Certification Committee to ensure the timely review of certification standards/criteria and approval of annual applications for certification.
 - 3) The Training and Certification Coordinator shall be the liaison with the planning committee for each year's annual conference to ensure appropriate academic and professional content.
- b. Term of the Training and Certification Coordinator
- 1) The President of the Association, with the advice and consent of the Executive Board, shall review the qualifications of all applicants and appoint the Training and Certification Coordinator biannually at those annual conferences held during odd numbered years.
 - 2) Following appointment by the Executive Board, the Training and Certification Coordinator shall serve a two-year, renewable term to begin on January 1 following the annual conference at which he/she is appointed by the Executive Board.
8. Repository Director:
- a. Duties of the Repository Director:
- 1) The Repository Director shall serve as the historian of the Association, maintaining a complete record of the Executive Board and Association activities.
 - 2) The Repository Director shall be responsible for directing the daily operations of the Repository, including the storage of submitted abstracts, maintenance of an accurate index of those abstracts contained in the repository and the dissemination of abstract information to members upon request.
 - 3) The Repository Director shall be responsible for directing the daily operations of the List Server on the Association's website, including moderating the site for content and assisting members with List Server related issues.
- b. Term of the Repository Director
- 1) The President of the Association, with the advice and consent of the Chief Executive Officer of the agency hosting the Repository, shall appoint the Repository Director.
 - 2) The Repository Director shall serve for a one-year, renewable term.

Section 3 Board Associates

As deemed necessary, the President, with the advice and consent of the Executive Board, may appoint or contract with individuals to provide services for the benefit of the Association. The positions required may include, but are not limited to:

1. Association Staff
 - a. Duties of the Association Staff:
 - 1) The Association Staff shall perform such tasks as directed by the President or the Executive Board. Duties may include:

- Coordinate mail and email for the Association
- Respond to inquiries concerning the Association
- Receive and coordinate membership documentation and funds
- Purchase, store and distribute Association materials
- Serve as staff support for Annual Conference, Basic Planners Course and any other events as directed by the Executive Board
- Maintain Association information on the IALEP website
- Serve as a resource for the Executive Board

b. Term of the Association Staff

- 1) The President of the Association, with the advice and consent of the Executive Board, shall review the qualifications of all applicants and appoint or contract with the Association Staff annually.

2. Webmaster:

a. Duties of the Webmaster:

- 1) The Webmaster shall maintain the content of the Association website.
- 2) The Webmaster shall serve as liaison between the Executive Board and the web service provider.

b. Term of the Webmaster

- 1) The Webmaster shall serve for a one-year, renewable term.
- 2) The President of the Association, with the advice and consent of the Executive Board, shall appoint the Webmaster and an Assistant Webmaster, who shall assist the Webmaster with the maintenance of website and its various components.

3. Conference Coordinator:

a. Duties of the Conference Coordinator:

- 1) The Conference Coordinator shall be responsible for the planning, coordination, and execution of the logistics related to the Annual Conference, the Planners Courses and the mid-year meeting (and any other event deemed appropriate by the Executive Board).
 - The Conference Coordinator will serve as a member of all Annual Conference Committees.
 - The Conference Coordinator will provide expertise and facilitate selecting, negotiating and contracting with entities such as:
 1. Hotels
 2. Conference Venues
 3. Catering / Food Service
 4. Transportation

5. Attractions
 6. Any other entity deemed appropriate by the Executive Board.
 - The Conference Coordinator will work with the Training and Certification Coordinator to coordinate the location for basic and advanced planner's courses and facilitate the necessary venue and travel contracts and arrangements.
 - The Conference Coordinator will strive to provide the best value possible to our membership while ensuring the most efficient and effective use of Association funds.
- b. Term of the Conference Coordinator
- 1) The President of the Association, with the advice and consent of the Executive Board, shall review the qualifications of all applicants and appoint the Conference Coordinator biannually at those annual conferences held during even numbered years.
 - 2) Following appointment by the Executive Board, the Conference Coordinator shall serve a two-year, renewable term to begin on January 1 following the annual conference at which he/she is appointed.

Section 4 Elections

1. Nominations for any vacant office may be made once any active member at the annual conference opens the floor for nominations. At the time of election, all nominees must be active members of the Association, as defined in Article II, Section 1, Paragraph 1.a., must have been active members for at least two years and must have attended at least one prior annual conference. Nominees must also provide a letter of support signed by the Chief Executive Officer of their agency to be eligible for election.
2. The Nominations Committee prior to the election as allowed in Article IV, Section 3, will certify all candidates for eligibility.
3. A slate of certified nominees for all vacant positions shall be brought to the floor by the Chair of the Nominations Committee when the floor is opened for nominations.
4. All nominations for the offices of secretary, treasurer, and staff vice-president shall be voted on by secret ballot (unless there is only one candidate for the office). Each candidate receiving a majority of votes shall be declared elected. In the event no candidate receives a majority of votes cast on the first ballot, another ballot shall be taken between the two candidates receiving the most votes.
5. Elections shall take place prior to the end of the annual conference.

Section 5 Filling Vacancies

1. In the event any officer of the Association ceases to be an active member or is unable to continue the duties of the office, the Executive Board shall declare that office vacant and the office shall be filled in the following manner:
 - a. If the vacancy occurs in the office of the President, the Executive Vice-President shall become President, and the Staff Vice-President shall be Executive Vice-President for

the remainder of the current term and be eligible for succession as President and Executive Vice-President, respectively, for the following term.

- b. If the vacancy occurs in the office of the Executive Vice-President, the Staff Vice-President shall fill the vacancy for the remainder of the current term and be eligible for succession as the Executive Vice-President for the following term.
- c. If the vacancy occurs in the office of the Staff Vice-President, the Executive Board shall fill such a vacancy by appointing an individual from the active membership. Such appointment shall be effective until the next annual conference.
- d. If the vacancy occurs in the office of the Secretary, Treasurer, or the Training and Certification Coordinator, the Executive Board shall fill such a vacancy by appointing an individual from the active membership. Such appointment shall be effective until the end of the current bi-annual term.
- e. If a vacancy occurs in any of the Board Associate positions, the Executive Board shall fill such a vacancy by appointment or contract as soon as an appropriate applicant can be identified. In the event of the Conference Coordinator, the interim appointment is effective until the end of the current bi-annual term.
- f. If a vacancy occurs in the office of the Immediate Past President, it shall not be filled for the remainder of the current term.

ARTICLE IV - COMMITTEES

Section 1 Bylaws Committee

1. The President, as allowed in Article III, Section 2, Paragraph 1, of the Bylaws, shall appoint an active member, as defined in Article II, Section 1, Paragraph 1a, to serve as Chair of the Bylaws Committee.
 - a. The Chair, with concurrence of the President, shall appoint other active members as necessary to accomplish the work of the committee.
 - b. The Chair and the committee members shall serve at the pleasure of the President and may be reappointed as deemed necessary by subsequent presidents.
 - c. The Chair of the committee shall be responsible for insuring that the Bylaws are followed in all activities of the Association.
 - d. The committee shall be responsible for reviewing all bylaw proposals as allowed in Article VII.
 - e. The committee shall be responsible for reviewing all petitions as allowed in Article VI, Section 2.

Section 2 Certification and Awards Committee

1. The President, as allowed in Article III, Section 2, Paragraph 1, of the Bylaws, shall appoint an active member, as defined in Article II, Section 1, Paragraph 1a, to serve as Chair of the Certification and Awards Committee.

- a. The Chair, with concurrence of the President, shall appoint other active members as necessary
- b. The Chair and the committee members shall serve at the pleasure of the President and may be reappointed as deemed necessary by subsequent presidents.
- c. The Chair will be responsible for insuring that the Certification Process, Arthur J. Barnett Planner of the Year Award, and Chief Phillip E. Keith Project of the Year Award programs are administered in accordance with established guidelines.
- d. The committee shall be responsible for reviewing all applications for the Certification Process, Arthur J. Barnett Planner of the Year Award, and Chief Phillip E. Keith Project of the Year Award programs and making appropriate recommendations for award to the President as instructed.
- e. The Committee shall be responsible for coordinating the Annual Report award.

Section 3 Nominations Committee

- 1. The President, as allowed in Article III, Section 2, Paragraph 1, of the Bylaws, shall appoint an active member, as defined in Article II, Section 1, Paragraph 1a, to serve as Chair of the Nominations Committee.
 - a. The Chair, with concurrence of the President, shall appoint other active members as necessary to accomplish the work of the committee.
 - b. The Chair and the Committee members shall serve at the pleasure of the President and may be reappointed as deemed necessary by subsequent presidents.
 - c. The Chair of the committee shall be responsible for certifying that all candidates nominated for any given office meet the eligibility requirements for holding office as defined in Article III, Section 4, Paragraph 1.
 - d. The committee is responsible for selecting at least one qualified candidate for each vacant position. The Chair shall certify a slate of qualified nominees to the membership when nominations are opened on the floor.

Section 4 Ad Hoc Committees

- 1. The President, as allowed in Article III, Section 2, Paragraph 1, of the Bylaws, shall appoint such standing and other committees and chairs thereof as are authorized by the Association. The President shall be responsible for the proper functioning of all committees.

Section 5 Expenses

- 1. The treasurer shall pay actual expenses incurred by the committees, provided that the Executive Board of the Association authorized such expenses.

ARTICLE V - CHAPTERS

Section 1 Sanctioning

1. The formation of chapters is allowed under Article 1, Section 2, Paragraph 3.
2. A chapter shall be granted a charter by the Executive Board upon presenting evidence of satisfying the requirements detailed in Rule 10.

Section 2 Chapter Responsibilities

1. Chapters are responsible for their own day-to-day operations.
2. Each chapter is responsible for its own taxes, if any, and the filing of tax returns, if any.
3. Each chapter is responsible for the payment of its own debts. Furthermore, each chapter will hold harmless and/or indemnify the Association from any and all debts, liabilities and all other matters regarding and/or relating to the actions of that particular chapter.
4. Chapters shall conduct regularly scheduled meetings as a forum for the exchange of innovative strategies and programs. However, chapters shall not hold such meetings within fifteen (15) days of the Association's annual conference without approval of the Executive Board.
5. Chapters will submit the minutes of their meetings to the Association Office within thirty (30) days of the end of each such meeting.
6. Chapters will submit an annual summary level budget report. This report will be submitted to the Association Office each March 1 (report for the prior calendar year). The Association Treasurer will provide a template for this purpose.

Section 3 Revocation of Charter

1. The Executive Board, by simple majority, may revoke the charter of any chapter not complying with the objectives, bylaws, and rules of the Association.
2. Upon notification of revocation, the affected chapter shall immediately return all records, funds of the Association, and indicia of affiliation with the International Association of Law Enforcement Planners to the Association President.

ARTICLE VI - MEETINGS

Section 1 Annual Conference

1. The Association shall meet annually at such time and place as shall be determined by the Executive Board.
2. A regular membership meeting shall be held on the first day of the conference so that members may be informed of current issues.
3. A meeting of the regular membership, for the purpose of voting on officers and petitions, shall be held prior to the conclusion of the conference.

Section 2 Petitions

1. A petition is a written request to the Association for action on some matter that the author seeks to present for consideration. Any member of the Association may submit petitions at any time. All petitions shall be submitted to the Association President with a copy to the Association Secretary. The membership is encouraged to submit petitions no later than 15 days prior to the next annual meeting. However, petitions may be submitted at any time including during an annual meeting.
2. Each petition shall be in writing, and, upon presentation shall be numbered and referred by the President, without debate, to the appropriate Committee for consideration. The committee shall then report back to the membership whether the committee concurs or does not concur with the petition at the next meeting or via the quarterly newsletter. The committee shall state the reasons for their concurrence or non-concurrence prior to the membership vote on the petition. The committee's action shall not be binding upon the membership. The petition shall then be voted upon at the next meeting of the Association.
3. Any petition, which is adopted by the Association, shall be published in the minutes of the proceedings. All petitions rejected shall be referred to my number and title.

Section 3 Rules of Procedure

1. The rules of procedure at all meetings of the Association shall be those rules contained in Robert's Rules of Order Revised so far as applicable and when not in conflict with these Bylaws or the Articles of Incorporation.
2. All committee meetings and meetings of the Executive Board shall be open to the general membership unless closed by a two-thirds (2/3) vote of the Executive Board.

ARTICLE VII - QUORUM

Section 1 Requirements

1. Twenty-five percent (25%) of the membership in attendance at an annual meeting shall constitute a quorum.
2. Two-thirds (2/3) of the Executive Board shall constitute a quorum.

ARTICLE VIII - AMENDMENT OF BYLAWS AND RULES

Section 1 Requirements

1. The Bylaws may be amended by a two-thirds (2/3) vote of the active members voting at a general business meeting. A bylaw amendment accepted by the membership shall become effective at the time of the vote unless otherwise specified.
2. Proposed changes to the Bylaws shall be submitted to the President in the manner proscribed for petitions as allowed in Article VI, Section 2.
3. Copies of all proposed revisions to the Bylaws shall be distributed to conference attendees during the business meeting on the first day of the annual conference. Any additional

proposals for bylaw changes brought by petition during the annual conference shall be posted in visible locations around the conference site by the close of the business day on which the petition is received. Voting on amendments or revisions to the Bylaws shall take place prior to the end of the annual conference.

4. Rules may be adopted and/or amended by a two-thirds (2/3) vote of the Executive Board at any regular meeting, special meeting, or by mail, email, or Fax. Notice of the proposed rule change shall be sent to all members of the Executive Board no less than 20 days prior to the convening of the meeting.
5. All changes to the Bylaws and/or Rules shall be referred to the Bylaws Committee for proper wording and shall be published to the membership.

ARTICLE IX - BUDGET AND FINANCES

Section 1 Annual Budget Required

1. Beginning in calendar year 1994, the Executive Board shall submit a proposed annual budget at the preceding conference, to be voted on by the general membership.
2. The Executive Board is authorized to spend up to \$1,500 for any one unbudgeted expense.

ARTICLE X - DISPOSITION OF ASSETS

Section 1 Duration of the Association

1. The duration of the Association shall be perpetual subject to termination only upon the consent of the Executive Board and a quorum of the voting membership during an annual or special meeting called for such purpose.

Section 2 Termination of the Association

1. Upon consent of the Executive Board and prior to the termination of the Association, the Board shall distribute all assets of the Association to such nonprofit charitable organization(s) described as exempt from taxation under Section 501 of the Internal Revenue Code of 1954 (or corresponding provisions of the United States revenue laws applicable at the time of termination) as shall, in the opinion of the Executive Board, be best able to effect the purposes of the Association as hereinabove expressed.

International Association of Law Enforcement Planners

RULES OF PROCEDURE

RULE 1 - PUBLICATIONS & LISTSERVE

Section 1. Newsletter

1. The Association shall publish a newsletter to inform all members of ongoing business, news of interest, current legislation affecting law enforcement, recent submissions to the project repository, and preparations for the annual conference.
2. The Executive Vice-President shall be responsible for insuring the publication of the newsletter. The Executive Vice-President shall also be responsible for insuring that a record of expenditures relating to the publication of the newsletter are maintained and provided to the Treasurer with receipts at which time any necessary reimbursements shall be promptly made.

Section 2. Miscellaneous Publications

1. All news releases, special publications, and announcements must be reviewed and approved by the Association President or his/her designate prior to release to the general public.

Section 3. ListServe Protocol

1. The IALEP ListServe system shall be accessible to current active and associate members only. Members shall be required to register to access the ListServe feature and/or Digest version of ListServe. The ListServe access protocol and infrastructure may be amended from time to time by the Executive Board in consultation with the Webmaster. (Current operating practices and instructions shall be made available on the IALEP website.)

RULE 2 - PROJECT REPOSITORY

Section 1. Aims and Purpose

1. The Association's national Project Abstract Listing Service (PALS) has been operationally phased out. Historical PALS documents remain accessible on the IALEP website. Hard copy PALS records shall be archived at the Kansas City Police Department via the Repository Director.

Section 2. Repository Director

1. The Repository Director shall be a full-time employee of the Kansas City, Missouri, Police Department. An exception to Rule 2, Section 2 shall require Executive Board approval.
2. The Repository Director shall be responsible for the administration of the repository as outlined in Article III, Section 2, Paragraph 8.

Section 3. Operation

1. Abstracts will be submitted to the Repository Director briefly describing the nature and content of each project. The director shall review, index, and maintain projects in the database on the Association website.
2. Members may contact the Repository Director regarding the recent abstract submissions to the repository.

Section 4. Planning Abstract Listing Service

1. All active and associate members shall have complete access to the historical Planning Abstract Listing Service including an on-line catalog.

RULE 3 - ANNUAL CONFERENCE

Section 1. Location and Time

1. The Association shall meet annually to review and approve actions taken by the Executive Board, to vote upon petitions placed before the membership and to exchange ideas and information relating to law enforcement planning.
2. The Executive Board shall determine the time and location of the conference. The length of the conference shall be determined by the Board on the basis of the amount of Association business to be transacted. Notice of the time and place of the conference shall be given to each active and associate member at least ninety (90) days before the conference.

Section 2. Conference Preparations

1. The Conference Committee shall be made up of members of the IALEP Executive Board, the Conference Coordinator, members of any Agency(s) that wish to participate in hosting the conference and any other member deemed necessary and appointed by the Board. The exact division of labor and responsibilities is negotiated among the members of the Conference Committee under the guidance of the IALEP President.
2. The Conference Committee will operate within the Conference Planning Guide and shall be responsible for the reservation of the site and the development of facilities.
3. The Conference Committee must submit a Conference agenda to the Executive Board at the mid-year Executive Board meeting before the conference. Following approval of the Conference agenda, any changes to the agenda must be immediately communicated to the Executive Board.
4. The President, assisted by the Training and Certification Coordinator, shall be responsible for monitoring development of the program of the conference in conjunction with the Conference Committee. The Executive Board shall be provided with an opportunity to review the draft program and recommend amendment.
5. The Conference Committee, shall make the arrangements for exhibits and vendor presentations. The Conference Committee is authorized to arrange for contracts for exhibits of police equipment, supplies, or any other appropriate service or product, in accordance with a set of charges to be determined by the Executive Board. When necessary, the Staff Vice-President may assist the Conference Committee or assume responsibility for making

the arrangements of exhibits and vendor presentations, and is authorized to arrange for contracts as approved by the Executive Board.

Section 3. Conference Finances

1. The Executive Board in conjunction with the Conference Committee shall set fees for the annual conference.
2. The Conference Committee must submit a planned budget to the Executive Board at the conference the year prior, and submit the final budget for review by the Executive Board at the mid-year Executive Board meeting before the conference.
3. Following mid-year presentation of the final budget, any changes made raising the total budget over \$500 must be approved by the Executive Board.
4. An agency hosting an IALEP conference shall receive two complimentary registrations for the current year's conference. In the event that there are more than fifty-five paid registrants (for purposes here, a "paid" registrant is defined as someone who has paid for the full conference) at the conference, the host agency shall also receive one registration for the next year's conference.

Section 4. Reservations

1. To assist the President and the Conference Committee in planning for the conference, members shall be requested to indicate well in advance whether or not they plan to attend. The amount of any penalty for late registration or the cancellation of reservations shall be determined by the Executive Board and indicated on the reservation form.

Section 5. Business

1. The program for each annual meeting shall provide for reports by the President, Secretary, Treasurer, and other officers and committees as may be appropriate.
2. An opportunity shall be given for any member to present to the members at the business session any matter deemed desirable for the good of the Association.

RULE 4 - PROFESSIONAL CERTIFICATION, PLANNER OF THE YEAR, PROJECT OF THE YEAR AND ANNUAL REPORT CONTEST

Section 1. Certification

1. The Association shall administer a professional certification program open to all active members of the Association.
2. The Training and Certification Coordinator, in conjunction with the Certification Committee, shall determine terms, duration and costs of certification with the concurrence of the Executive Board.
3. All funds collected as a result of the certification program shall be deposited into the Association's bank account.

4. Application for certification shall be due by May 15th of each year, and those members successfully completing the certification requirements will be notified by the Training and Certification Coordinator (or delegate) prior to the annual conference where the certifications are presented.

Section 2. Planner of the Year

1. The Association shall administer an annual planner of the year program to recognize an IALEP member of the international law enforcement community who has clearly demonstrated extraordinary skill, innovative work practice, strong/dedicated work ethic, and overall professionalism and who has made exemplary contribution to the field of law enforcement planning within the previous year.
2. The Certification and Awards Committee shall determine/amend the criteria and administration of the Arthur J. Barnett Planner of the Year Award program with concurrence of the Executive Board.
3. The Association may pay to the recipient of the Arthur J. Barnett Planner of the Year Award up to \$500 toward travel costs in addition to one nights' lodging, to the annual conference where the award is presented. Prior to the annual conference, the Chief of the award recipient shall be notified by the Training and Certification Coordinator (or delegate), thereby encouraging attendance of the recipient at the conference. The Executive Board shall permit an award recipient to claim the award travel stipend within a three year period of the award being bestowed on the member.

Section 3. Project of the Year

1. The Association shall administer an annual project of the year award program to recognize an active member and/or his/her agency for a law enforcement project that has demonstrated a significant innovation, practice, technique, application of efficiency, or has shown measured effectiveness. The application shall have demonstrated its value through contribution to the agency's operational and/or financial success, and through tangible efficiency and effectiveness to the law enforcement community.
2. The Certification and Awards Committee shall determine/amend the criteria and administration of the Chief Phillip E. Keith Project of the Year Award program with concurrence of the Executive Board.
3. The Association may pay to the recipient of the Chief Phillip E. Keith Project of the Year Award up to \$500 toward travel costs in addition to one night's lodging, to the annual conference where the award is presented. Prior to the annual conference, the Chief of the award recipient shall be notified of the award by the Training and Certification Coordinator (or delegate), thereby encouraging attendance of the recipient at the conference. The Executive Board shall permit an award recipient to claim the award travel stipend within a three year period of the award being bestowed on the member.

Section 4. Long Standing Contribution and Achievement in the Profession

1. The Association shall administer an annual long standing contribution and achievement in the profession program to recognize an individual who has made a significant and long standing contribution to the law enforcement planning profession. This contribution has been done so by way of unique, consistent actions and professional conduct that has

assisted other colleagues and law enforcement organizations, and has advanced the recognition, practical application, and value of law enforcement planning.

2. The Certification and Awards Committee shall determine/amend the criteria and administration of the O. W. Wilson Award of Career Achievement program with concurrence of the Executive Board.
3. The Association may pay to the recipient of the O. W. Wilson Award of Career Achievement up to \$500 toward travel costs in addition to one nights' lodging, to the annual conference where the award is presented. Prior to the annual conference, the Chief of the award recipient shall be notified of the award by the Training and Certification Coordinator (or delegate), thereby encouraging attendance of the recipient at the conference. The Executive Board shall permit an award recipient to claim the award travel stipend within a three year period of the award being bestowed on the member.

Section 5. Annual Report Contest

1. The Association shall administer an Annual Report contest to recognize an agency for developing an Annual Report that best exemplifies the philosophy and values of our profession.
2. The Certification and Awards Committee shall determine the criteria and administration of the Annual Report Contest with concurrence of the Executive Board.

RULE 5 - GRANTS AND CONTRIBUTIONS

Section 1. Application for Support

1. The Association President or designate authorized by the Executive Board, may apply to philanthropic organizations, government agencies, corporations, or individuals for grant, for contributions of funds, or for property, in order to execute the general or special purposes of the Association. However, no application shall be made to or contribution received from any person or agency until the Executive Board has determined that such grant or contribution is motivated by the desire to further the purposes of the Association and not to personally benefit the donor.

Section 2. Acceptance of Funds for Support

1. Any member who receives an offer of grants or contributions for the Association shall immediately notify the president. No grant or contribution shall be accepted unless approved by the Executive Board. Upon acceptance, the terms of such grant or contribution shall be set forth in writing and signed by both the President, on behalf of the Association, and the donor.

Section 3. Administration of Funds for Support

1. Any grant or contribution, which has been approved by the Executive Board, shall be credited to the general fund of the Association unless a special fund is prescribed under the terms of the grant or contribution. The budgeting, receipt, custody, and disbursement of grants or contributions shall follow the procedure defined in the bylaws unless otherwise indicated in the terms of the grant or contribution.

RULE 6 - MEMBERSHIP PROCEDURE

Section 1. Records

1. The Treasurer shall keep a complete roster of all members of the Association recording the status of dues payment. This roster shall also include a listing of all recognized chapters and their members.
2. The Treasurer shall invoice all active members on a yearly basis for Association dues.

Section 2. Application Procedure

1. Membership applications shall be sent to the Treasurer via the prescribed process on the form(s) provided by the Association. Each applicant shall be required to provide, but not limited to, name, title, employing agency, chapter affiliation (if any), and mailing address.

Section 3. Resignation, Disqualification, and Transfer of Membership

1. Resignation: Any member wishing to resign may do so by providing written notice to an officer of the desire to terminate membership.
2. Disqualification: Any member failing to pay the required dues by April 1st of the current membership year shall lose access to the ListServe and to any electronic resources not open to members of the public. The member shall also lose voting rights in the organization and be suspended from any elected or appointed positions. Membership will be reinstated upon full payment of the current year's dues. A member suspended or expelled by Executive Board action under Rule 6, Section 4-2 shall lose all member rights and access while such Executive Board action is in force, notwithstanding any payment of dues.
3. Transferring a Membership: Any active member in good standing (i.e., who has paid current required dues) who transfers to a non-planning assignment may assign membership to an individual from the former assignment for the remainder of that membership year. Written notification must be made to the Executive Board at the time of the transfer. Any active member who transfers to a non-planning assignment and who wishes to retain affiliation with the Association may continue as an active member, or may be transferred to an associate member status by submission of a completed "Membership Transfer Notice" form.
4. There shall be no refund of dues unless a membership application is rejected.

Section 4. Action Against Members and Refusal of Membership to Applicants

2. The Executive Board may refuse an application for membership for cause, provided that notice of such proposed action and the reasons thereof are mailed or given in writing to said applicant thirty (30) days in advance. Said applicant shall then have thirty (30) days to appeal in writing the reason(s) for membership refusal, or to request a hearing before the Executive Board. A hearing shall be held at such time and place and in such manner as may be prescribed by the Executive Board. The refusal may be sustained or reversed based on the facts as provided. The final decision of the Executive Board, based on the outcome of any hearing, shall be presented to the applicant in writing.

3. The Executive Board may censure, suspend, or expel any member for cause, provided that notice of such proposed action and the reasons therefore are mailed or given in writing to said member thirty (30) days in advance. Said member shall then have thirty days to answer such charges in writing or to request a hearing before the Executive Board, the hearing to be held at such time and place and in such manner as may be prescribed. An appeal of the decision of the Executive Board may be heard at the next annual conference where such decision may be sustained, reversed, or modified by a majority vote of the active members present.

Section 5. Individual and/or Independent Research and Involvement of IALEP

1. Any member wishing to reference, utilize or associate the name of IALEP in relation to independent or individual research and/or related grant funding (e.g. government funding) must first submit a proposal reviewed by the Executive Board, receive written authorization from the Executive Board, ensure the research follows the proposal, submit a copy of the research upon completion and make a report to the Board.
2. Should there be deviation from the original proposal, a revision must be submitted to the Board for review and approval.
3. Any member in violation of this bylaw will be subject to sanction under Rule 6, Section 4, Action Against Member.

RULE 7 - COLLECTION AND DISBURSEMENT OF FUNDS

Section 1. Responsibility for Collection and Disbursement

1. The Treasurer shall be responsible for the collection of all monies or properties due the Association and for the payment of monies owed by the Association as authorized by the Executive Board. The Treasurer shall establish a uniform system of handling accounts of all receipts and disbursements. Ordinary business obligations may be discharged by the Treasurer, as they become due, with bills and vouchers to be approved at the next Executive Board meeting.

Section 2. Deposit of Monies

1. Funds received by the Treasurer on behalf of the Association shall be deposited without unreasonable delay in an account of the Association at a bank approved by the Executive Board.

Section 3. Expense Accounts

1. All expenses of Association members or committees, for which reimbursement is to be made by the Association, shall be submitted to the Treasurer. If the expense is proper, the Treasurer shall approve the same and forward it to the President for approval. Copies of all such accounts and other bills shall be kept by the Treasurer for the official files to be made available for audit.

Section 4. Audit

1. An annual audit shall be conducted as stated in Article III, Section 2, Paragraph 5.
2. The Treasurer shall provide the auditing agency with such information and records as may be required.

Section 5. Tax Exemption

1. On behalf of the Association, the Treasurer shall submit the Sales/Use Tax Exemption Renewal forms to the State or Missouri. A copy of the submitted form shall be retained in the Association Repository.

Section 6. Credit Cards

1. The Executive Board may, for cost recovery purpose, assess an Association processing fee for credit card charges. The processing fee may be amended from time to time.
2. Submission for application for an Association credit card shall require prior approval of the Executive Board. Each person to be issued an Association credit card shall require authorization by the Executive Board, and the Executive Board may apply conditions/restrictions concerning usage.

RULE 8 - MEETING OF THE EXECUTIVE BOARD

Section 1. Time

1. Meetings of the Executive Board shall be held in accordance with those guidelines set forth in Article VI.

Section 2. Expenses

1. No expense for travel of Board members will be paid for meetings held in conjunction with the annual conference. However, the Association will pay for expenses for food and lodging of members arising from the need to meet prior to and/or after the conference.
2. Conference registration fees will be waived for members of the Executive Board and Board Associates attending the annual conference. The Conference Treasurer will note such waivers and corresponding amounts in the conference ledger as a conference expense.
3. The Association, provided funds exist for such payment, shall pay expenses for lodging, travel, and per diem (equal to the federal rates established by the Travel Management policy) of Executive Board members to attend the mid-year Executive Board meeting. The Association, upon a majority vote of the Executive Board, may also pay expenses for Board Associates and Committee Chairs to attend the mid-year Executive Board meeting, if their attendance is deemed necessary by the President or a majority of the Executive Board.

Section 3. Notice of Meetings

1. Notice of Executive Board meetings shall be given to members well in advance, except in cases of emergency, at which time notification of such meetings shall be communicated by wire or telephone. The President or the Secretary shall send such notice to each member.

Section 4. Order of Business

1. Minutes of previous meetings
2. Report of the President
3. Reports of the Secretary and Treasurer
4. Reports of special committees
5. Communications
6. Miscellaneous reports
7. Old or unfinished business
8. New Business

Section 5. Agenda

1. Prior to each meeting of the Executive Board, the President shall prepare and distribute to all members an agenda identifying the matters to be discussed at the meeting organized in accordance with the order of business outlined in Rule 8, Section 4.

Section 6. Recording of the Proceedings of Meetings

1. The Secretary shall make a written record of the proceedings of each meeting of the Executive Board, in accordance with Article III, Section 2, Paragraph 4 of the Bylaws. In the event that the Secretary is unable to attend a meeting of the Executive Board, the President shall appoint another Board member as Acting Secretary prior to the start of the meeting.
2. In addition to the written minutes taken by the Secretary, all meetings of the Executive Board may be tape-recorded. The tape recording shall be retained by the Repository Director and made part of the permanent records of the Association.

Section 7. Reports of Meetings

1. Following meetings of the Executive Board, the Secretary shall distribute to all members a written record of the minutes thereof. The Secretary as part of the permanent record of the Association shall also keep a copy of the minutes. In addition, the Secretary will send a copy of the minutes to the Repository Director.

Section 8. Petitions

1. The Executive Board shall take all necessary action to put into effect any petition adopted by the Association at its annual conference.

RULE 9 - COMMITTEES

Section 1. Designation of Committees

1. The objectives and general duties of all committees shall be designated and the members of such committees, when appointed by the President, shall be notified of their responsibilities.

Section 2. Committee Work

1. The President of the Association shall maintain contact with all committees of the Association.
2. Executive Board members serving as ex-officio committee members shall assist the committees in their work.

Section 3. Authority of Committees

1. Neither the Chair nor the members of committees may incur expenditures payable out of Association funds unless specifically authorized by the Executive Board. Nor shall such committees, their chair, or members solicit funds or receive monies on behalf of the Association, except as authorized by the Association.

RULE 10 - REQUIREMENTS TO CHARTER A CHAPTER

Section 1. Members

1. A prospective Chapter must be comprised of active members from at least five (5) member agencies.

Section 2. Meetings

1. A prospective Chapter must require, at a minimum, two (2) meetings to be held during any given calendar year.

Section 3. Requirements

1. A prospective Chapter must secure, complete and submit to the Association Secretary an application for charter which shall include the following information.
 - a. The name, title/position, agency, business address, and business telephone number of all paid members of the prospective chapter.
 - b. A copy of the Chapter Bylaws, which shall indicate the organizational structure of the chapter, provisions for membership, the manner of electing officers, the frequency of meetings, the method of voting, and the appointment of certain committees.