



# Northern New England Police Accreditation Coalition

*Representing the States of New Hampshire, Maine, Vermont, and Massachusetts*

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## **By-Laws and Articles of Organization**

Revision as approved September 12, 2014

### **ARTICLE I: NAME**

#### **Section 1.**

This organization shall be known as the Northern New England Police Accreditation Coalition (NNEPAC).

### **ARTICLE II: PURPOSE**

#### **Section 1.**

This coalition recognizes and supports the concept of accreditation for law enforcement agencies as a means to enhance the quality of law enforcement services delivered within the States of New Hampshire, Maine, Vermont, and Massachusetts and the communities of member agencies. To this end, NNEPAC will provide a network for member agencies that will foster communication, cooperation, sharing of resources and facilitate training and other means of support. NNEPAC will provide a means for member agencies to speak as a group to the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA) or to other entities on matters of mutual concern.

### **ARTICLE III: MEMBERSHIP**

#### **Section 1.**

Regular membership shall be open to all members of any New Hampshire, Maine, Vermont, and Massachusetts law enforcement agency who are interested in the process of attaining or maintaining accreditation, provided such membership is approved by the agency's Chief Executive Officer. Membership shall be granted upon receipt of a completed membership application and the payment of dues.

#### **Section 2.**

Associate membership shall be open to any law enforcement agency outside the States of New Hampshire, Maine, Vermont, and Massachusetts or to any governmental or non-profit agency whose function effects or is affected by the accreditation process.

#### **Section 3.**

Honorary membership may be granted to any individual who is currently, or has been in the past, in a role that supports accreditation either on a regional or national level. It shall be a non-voting membership not subject to annual dues, and only granted after nomination by a regular voting member and a two-thirds majority of voting members present at a regular meeting.

**Section 4.**

Any dispute or requested clarification of membership eligibility or applicability shall be resolved in favor of granting membership only after approval by a two-thirds vote of regular members present and voting at a regular meeting.

**ARTICLE IV: ORGANIZATION**

**Section 1.**

The Executive Board of NNEPAC shall consist of the following elected offices: Chairperson, Vice-Chairperson, Treasurer, Secretary, and Training Coordinator. They shall be elected by a majority of votes cast as hereinafter provided for and shall serve terms as indicated in Section 1.2. Elections shall be held at the first regular business meeting held after June 1<sup>st</sup> of each year.

In the event there is no quorum present for the election, the Secretary shall transmit either an electronic or paper ballot to member agencies in good standing (one ballot per agency). All absentee ballots must be received by the Secretary by noon of the day prior to the next regularly-scheduled business meeting. Absentee balloting shall be permitted ONLY for the election of officers.

**Section 1.1**

The position of Training Coordinator may be shared by no more than two individuals. In the event more than one individual holds the office of Training Coordinator, they shall have one half (1/2) vote for the business of the Executive Board only. In all other official business of the membership, they shall be bound by the “one agency, one vote” provision of Article IX, Section 1.

**Section 1.2**

Elections shall take place on the following schedule, with all elected officers serving two year terms:

- Even Years: Vice Chairperson, Treasurer
- Odd Years: Chairperson, Secretary, Training Coordinator

**Section 2.**

The executive board shall be responsible for the administration, direction and guidance of the organization, subject to the input and vote of the membership.

The chairperson, upon majority vote of the executive board, may create ad hoc committees and/or positions of necessity to the function of the organization. Said committees and/or positions shall report directly to the chairperson and shall be vested with the authority necessary to make all business, planning and other decisions as appropriate to their duties and responsibilities. Ad hoc committees shall not be authorized to expend organizational funds.

**Section 3.**

No member agency shall have more than two representatives on the Executive Board. Officers of the PAC must be from agencies that are regular members in good standing.

**ARTICLE V: DUTIES OF OFFICERS**

**Section 1.**

Duty of care - all officers and/or members of the Coalition owe the highest standard of care in their dealing on behalf of the Coalition. No officer or other member shall publicly declare a position or stand

on behalf of the Coalition unless that position has been endorsed by a majority of the regular members voting as provided in these by-laws.

**Section 2.**

Chairperson - shall be the primary spokesperson for the Coalition and shall be responsible to schedule, coordinate, and preside at all meetings. The Chairperson shall perform other duties as may be required to achieve the goals of the Coalition.

**Section 3.**

Vice-Chairperson - shall fulfill the duties of the Chairperson in the event of the absence or disability of the Chairperson and perform other duties as may be required to achieve the mission of the Coalition. The Vice-Chairperson shall be responsible to ensure the quality and coordination of all coalition-training sessions to include regular meeting training and any NNEPAC-sponsored event.

**Section 4.**

Treasurer - shall be responsible for the receipt, disbursement, and the proper accounting of all PAC funds and expenditures. S/he shall present a verbal report on PAC finances at each regular PAC meeting. The Treasurer shall act in the capacity of the Chairperson or Vice-Chairperson in the event of their absence.

**Section 5.**

Secretary - shall keep a record of all proceedings of this Coalition and shall be responsible to maintain the administrative file of Coalition records, documents, and other official paperwork. The secretary shall provide proper notification to all members of scheduled meetings. In addition, the secretary shall distribute the minutes of PAC meetings to all member agencies within 30 days.

**Section 6.**

Training Coordinator-shall be responsible for the adoption and execution of a coalition training schedule [to include any NNEPAC-sponsored event]. The training schedule shall be developed annually and approved by the Vice-chairperson prior to implementation. PAC training needs shall be assessed prior to implementation so that the training needs of member agencies may be met.

**Section 7.**

Vacancies-in the event of the death, resignation, removal, or inability of any officer to serve, the Executive Board shall appoint a member in good standing to serve the remainder of the term of the office vacated.

**ARTICLE VI: IMPEACHMENT OF OFFICERS**

**Section 1.**

The procedure to remove any member of the Executive Board from office shall be as follows: Under normal circumstances - any regular voting member requesting an impeachment vote must make a proper motion. Following a second to the motion and discussion of same, a vote shall be taken by secret ballot. Provided there is a quorum as defined in these by-laws, a majority of regular member votes shall serve to impeach the Officer. Under emergency circumstances, when immediate removal from office is necessary to protect the integrity of the PAC - a unanimous vote of the remaining Executive Board shall be required to impeach the Officer.

**ARTICLE VII: MEETINGS**

**Section 1.**

Meetings will generally be held every month. Members will be notified in advance of the date, time, and location of each meeting.

**ARTICLE VIII: DUES**

**Section 1.**

The annual membership dues shall be as established by the membership. A vote of 2/3 of the regular voting membership present at a regularly scheduled business meeting shall be required to make any changes to the dues structure or amount.

**Section 2.**

Agencies with members serving on the Executive Board shall be exempt from dues for the length of their service on the board. Membership dues for the calendar year following election shall be waived based upon election to office and acceptance of the position.

**Section 3.**

Dues shall be payable by May 31<sup>st</sup> of each year.

**ARTICLE IX: VOTES**

**Section 1.**

To prevent one agency from dominating, votes will be cast by agency (one vote per agency regardless of the number of members from the agency). Votes on regular motions may be made by verbal majority or by secret ballot if voting is close. Elections may be by verbal majority if the position is uncontested. If a position is contested, the voting shall be by secret ballot. All voting shall be decided by a majority of regular member agencies present, except as otherwise provided for in these by-laws.

**ARTICLE X: QUORUM**

**Section 1.**

A quorum shall consist of one-third of the regular member agencies in good standing.

**ARTICLE XI: FUNDS**

**Section 1.**

A. The Treasurer, with the knowledge and affirmation of the Chair, shall be authorized to expend funds for regular Coalition expenses up to \$250 without motion, discussion, and vote of the membership, but shall inform the membership during the Treasurer's Report at the next monthly business meeting following the expenditure.

B. Whenever possible, all other expenditures of Coalition funds shall be subject to a proper motion, discussion, and vote by members. In the event of unforeseen expenses, the maximum amount that the Executive Board can authorize to expend without authorization by the body shall be \$500.

## **Section 2.**

Dissolving of funds. In the event that the Coalition is disbanded, and funds remain, the funds shall be disposed of in accordance with any applicable laws and at the direction of the body following a proper vote. If it is not possible to convene a meeting and vote on the disposition of funds, dispersal shall be at the discretion of the Executive Board and all funds shall be donated to a registered charitable organization.

## **Section 3.**

Executive Board. No member of the Executive Board may benefit directly from the disbursement of Coalition funds, unless it is directly related to business and is a benefit that is available to the general membership.

## **ARTICLE XII: BY-LAW CHANGES**

### **Section 1.**

By-law changes must be proposed at one meeting and voted upon at the next meeting, after notice has been sent to regular members. A two-thirds vote of those regular member agencies present will be necessary for a by-law change.

### **History of the Articles of Organization and By-laws**

**Preliminary adoption:** May 24, 1989.

**Final adoption with changes:** June 22, 1989.

#### **Revised:**

- (Article III) January 25, 1991: To allow Maine agencies full voting membership.
- (Article III (1), IV(2)) March 10, 1995: To allow Vermont agencies full voting membership.
- (Article I and throughout) November 1997: to reflect a name change from the New Hampshire Police Accreditation Coalition to the Northern New England Police Accreditation Coalition.
- (Article V and throughout) December 15, 1998: This revision incorporated a fifth position [Training coordinator] into the Executive Board. The incorporation of this position intended to fulfill a requirement of incorporation.
- (Article VIII) June 23, 2000: This revision adds a new section (2) to Article VIII, which provides for the waiving of dues for member agencies that are represented on the Executive Board. The by-law revision was proposed at the meeting of May 5, 2000, and approved for final vote and adoption at the meeting of June 23, 2000. There was no quorum at the Lincoln, NH meeting. The October 20, 2000, meeting resulted in another proposed by-law revision to the same section in subsection (1). Both were unanimously approved at the December 2000 meeting in Bow, NH.
- (Article IV) October 11, 2002: This revision adds a new section (2) to Article IV, Organization. The intent of the added section is to allow for the creation of specific committees or positions within the organization as may be necessary from time to time, and to give persons assigned to those committees the authority and responsibility to perform their assigned duties and responsibilities. The by-law revision was distributed prior to the September 13, 2002, meeting, reviewed at that meeting and brought to vote at the October 11<sup>th</sup> meeting.
- (Articles IV and V) May 22, 2003: The ad hoc position of CALEA Liaison was discussed, and it was decided that the position will be left as it is now and wait to find the legality once the alliance is in

place. \*\*\* June 20, 2003: The ad hoc position was again addressed, and members present felt that it would be a good idea to change the by-laws and make this an additional position to the E-Board as \*CALEA Alliance Program Liaison\*. This was proposed and will be voted upon at the September meeting. \*\*\* September 12, 2003: The proposed change to the by-laws was voted upon and passed. \*\*\* August 21, 2007: It was discovered at an E-Board meeting that the by-laws had never been changed to officially put in this additional E-Board position. Because NH PSTC no longer has an Alliance agreement with CALEA, the E-Board decided that this position was no longer needed. If, in the future, it should become necessary to resurrect this position, it will be dealt with at that time by full membership.

- (Throughout Bylaws): January 14, 2011: replaced “Board of Officers” with “Executive Board”. (Article IV) Section 1: reworded to reduce the chance of a complete turnover of Executive Board at an election: offices made staggered two-year terms. Section 3: Allowed agencies to have up to two members on the Executive Board: added “in good standing”. (Article V): replaced “Winter Conference” with “any NNEPAC-sponsored event”. (Article VII) replaced “shall” with “will”, removed “two”. (Article VIII) Added Section 3. (Article XI) Added Section 1A. Added “other” to Section 1B, changed amount from \$250 to \$500.
- (Article V, Section 7) May 13, 2011: added.
- (Article IV, Section 1, Paragraph 2) January 10, 2014: added, permitting absentee ballots for the elections of officers.
- (Article IV. Organization Section 1.2) January 10, 2014: language-removed: “*At the elections of 2011, the Executive Board offices shall be for the designated term:*

<i>Chairperson</i>	<i>Two Years</i>
<i>Vice Chairperson</i>	<i>One Year</i>
<i>Treasurer</i>	<i>One Year</i>
<i>Secretary</i>	<i>Two Years</i>
<i>Training Coordinator</i>	<i>Two Years</i>

*Thereafter,”*

- (Articles II & III. September 12, 2014: To allow Massachusetts agencies full voting membership.