

**Constitution and By-Laws**  
**New Jersey State Association of Chiefs of Police**  
With amendments through September 2008

**CONSTITUTION**

*WE, THE MEMBERS OF THE NEW JERSEY STATE ASSOCIATION OF CHIEFS OF POLICE, ORGANIZED IN THE YEAR 1912 AS AN ASSOCIATION DEDICATED TO THE SERVICE OF THE PEOPLE OF THE STATE OF NEW JERSEY THROUGH INCREASED EFFICIENCY IN LAW ENFORCEMENT, FULLY REALIZE THAT THE RAPID GROWTH OF OUR SOCIETY REQUIRES THAT WE MODERNIZE OUR ASSOCIATION SO THAT IT MAY BETTER PERFORM ITS HISTORICAL FUNCTION AS THE PROFESSIONAL ASSOCIATION OF THE POLICE SERVICE OF THE STATE OF NEW JERSEY: THEREFORE, WE DO HEREBY DECLARE THAT THIS ORGANIZATION SHALL CONTINUE TO BE KNOWN AS: THE NEW JERSEY STATE ASSOCIATION OF CHIEFS OF POLICE.*

*We hereby make and ordain for our government the following: CONSTITUTION hereby pledging ourselves to the support of maintenance of the said constitution in accordance with the following provisions to wit;*

**ARTICLE I - PURPOSE**

Section 1.

Purpose of the Organization: The purpose for which this Association is organized is to secure a closer official and personal relationship among Chiefs of Police throughout the State of New Jersey and to secure by all proper and legal methods, legislation and government action for the general, official and personal welfare of the members of this Association; to promote and support community based charitable and civic organizations that provide educational opportunities for the youth of our State; to secure unity of action in police matters and to advance and elevate the standard of police institutions and the recognition thereof by the general public; to secure the adoption and enforcement of laws pertaining to the prevention and detection of crime and the apprehension of criminals; elevate the standards of the police profession; provide full tenure of office for those employed in the police profession; uphold the honor and standards of the profession; conduct business and transact the business of the Association.

**ARTICLE II - PROCEEDINGS AND AMENDMENTS**

Section 1.

Proceedings: The proceedings and business of the Association shall be conducted under the provisions of Robert's Rules of Order, the Standard Operating Procedures of this Association and its Constitution and By-Laws, when and as they are adopted, amended or rescinded by two-thirds (2/3) majority vote of the members present at a Regular or Special meeting of the Association.

Section 2.

Amendments: The Association may, at any Regular or Special meeting, amend or revise the Constitution and/or By-Laws of the Association, provided however, that no such amendment or revision may be effective except by a two-thirds (2/3) vote of the membership present at a Regular or Special meeting, and provided further, that no vote may be taken for the purpose of amending or revising the Constitution unless thirty (30) days written notice of the proposal for revision or amendment be communicated by the Executive Director to all members of the Association.

**ARTICLE III - MEMBERSHIP**

Section 1.

Classes of Membership:

- Class 1. Active Members
- Class 2. Retired Members
- Class 3. Life Members
- Class 4. Associate Members
- Class 5. Corporate Members
- Class 6. Private Security Members
- Class 7. Provisional Members

Section 2.

Active Members: No person shall be eligible for Active Membership in this Association unless he/she shall be the Chief of Police of a duly constituted County or Municipal Police Department whose members are governed by Civil Service or the Tenure of Office Act of the State of New Jersey. Any other Parallel Police Executive, or the Chief Executive of any Federal or State Law Enforcement Agency within the State of New Jersey may be recommended for Active Membership and if accepted may only serve during his/her tenure in such office. All proposed applicants for Active Membership shall comply with Article IV, Section 1(a) of this Constitution, be investigated by the Membership Committee, and approved by a majority vote of the members present at a Regular or Special meeting of the Association.

Section 3.

Resignation or Removal: Any Active Member who shall resign or be removed from office as Chief of Police and all others eligible for Active Membership as described in Article II, Section 1, shall automatically cease to be an Active Member of or be entitled to any benefits of this Association and his/her membership shall terminate on the date of resignation or lawful removal from office.

Section 4.

Retired Members: Any Active Member who shall retire from the Association on pension as provided in the various State pension Acts, shall continue his/her membership in the Association as a Retired Member and he/she shall be entitled to all benefits of the Association as provided under the conditions described in the By-Laws and/or Standard Operating Procedures Manual.

Section 5.

Life Members: Any member who shall have held continuous membership in this Association for twenty (20) years in an Active status, or in a combination of Active and Retired status, and who has

complied with the requirements for membership as set down in the Constitution and By-Laws, shall upon commencement of his/her twenty first (21) year, be entitled to Life Membership. Retired Life Members are exempt from paying dues.

#### Section 6.

Associate Members: Any person who is the Chief Executive of any organization which by nature of its activity, or any person who by reason of training and experience in the law enforcement field, police science or police administration and who does not qualify for Active, Corporate, or Private Security membership and does not hold an elected or politically appointed position, except for the County Prosecutor and County Sheriff, may be eligible for Associate Membership in this Association. All proposed applicants for Associate Membership shall: comply with Article IV, Section 1 (b) of this Constitution; be investigated by the Membership Committee; be voted upon and approved by a majority vote of the members present at a Regular or Special meeting of the Association.

#### Section 7.

Corporate Members: Any firm or corporation having a valid interest in the advancement of the police profession and desires to aid in the attainment of the purpose and goals of this Association, may be eligible for membership as a Corporate Member. All proposed applicants for Corporate Membership shall comply with Article IV, Section 1 (c) of this Constitution and shall: be investigated by the Membership Committee; be voted upon and approved by a majority vote of the members present at a Regular or Special meeting of the Association.

#### Section 8.

Private Security Members: Any Security practitioners who are responsible, in whole or in part, for the security function of a business, institution, governmental agency or any other facility or activity in a managerial or other responsible staff position may be eligible for this class membership. All proposed applicants for Private Security Membership shall: comply with Article IV, Section 1 (c) of this Constitution; be investigated by the Membership Committee; be voted upon and approved by a majority vote of the members present at a Regular or Special meeting of the Association.

#### Section 9.

Provisional Members: No person shall be eligible for Provisional Membership in this Association unless he/she shall be the "Acting Chief of Police" or "Interim Chief of Police" of a duly constituted County or Municipal Police Department whose members are governed by Civil Service or the Tenure of Office Act of the State of New Jersey, and whose Chief of Police is on terminal leave or is otherwise permanently removed from the day-to-day activities of the department with the intention to retire or resign. In order to be considered for Provisional Membership, applicants must attain the endorsement in the form of signature on the application of the current Chief of Police of the department. In the case where there is no current Chief of Police, or where the current Chief of Police is unavailable or unable to sign the application, or where the current Chief of Police is not an Active Member in Good Standing in the New Jersey State Association of Chiefs of Police, the President (or his/her designee) of the appropriate County Chiefs of Police Association may sign the application. Provisional membership shall be for the period of one (1) year, renewable upon application on January 1<sup>st</sup> of the succeeding year for a total of two (2) years inclusive of the initial year (or part thereof) of acceptance. The association initiation fee must be paid along with the initial application, but will not be required for any subsequent application. A Provisional Member's status

will be upgraded to Active Member upon provision of proof of appointment as Chief of Police of a duly constituted County or Municipal Police Department whose members are governed by Civil Service or the Tenure of Office Act of the State of New Jersey. All proposed applicants for Provisional Membership shall comply with Article IV, Section 1(d) of this Constitution, be investigated by the Membership Committee, and approved by a majority vote of the members present at a Regular or Special meeting of the Association.

Section 10.

Members Eligible to Vote: Only Active, Retired, and Life Members shall be entitled to vote on any and all matters coming before the Association. However, no member who is in arrears in the payment of dues for five (5) months shall be eligible to vote in Association business. Delinquent members shall be removed from Good Standing until their dues are paid in full.

Section 11.

Members Eligible to Hold Office: Only Active Members in Good Standing shall be eligible to hold Elective or Appointed Office in this Association.

Section 12.

Members Entitled to Attend Meetings: Only Active, Retired, Life, Associate and Provisional members are entitled to attend Regular or Special Meetings of the Association. Members in all other Classes may attend meetings with the consent of the President.

Section 13.

Members Entitled to Benefits of the Association: Only Active, Retired, and Life members shall be entitled to benefits of the Association.

Section 14.

Membership Committee: The Membership Committee shall be appointed by the President each year and is charged with the duty to investigate the applicants for all Classes of Membership. The Membership Committee shall consider and determine the qualification and eligibility of said applicants and make its report and recommendation at a Regular or Special meeting of the Association.

Section 15.

Members in Good Standing: Members are considered to be in Good Standing if their annual dues are paid in full as of the first day of May of the current calendar year and the member shall have attended at least five (5) Regular Business Meetings of the Association during the preceding twelve (12) months. Any extenuating circumstances may be appealed to the Executive Board. Any time a member of this Association is excused from a Regular or Special meeting for the purpose of conducting the business of this Association, that member will be considered to be present at the meeting. The Executive Committee may, by two-thirds (2/3) vote, continue such member in good standing. Life Members are subject to the aforementioned meeting requirement only.

Section 16.

Relinquish Membership/Participation - Reinstatement - Exceptions:

(a) Relinquish Membership/Participation: Members in any membership class who accept the position of Police Director, Public Safety Director or any appointment that usurps the authority of Chief of Police in any way shall immediately and automatically upon accepting such appointment relinquish membership, participation, and benefits in this Association for the duration of the appointment.

(b) Reinstatement: Any member to whom Section 15 (a) applies may, at the termination of the appointment, apply for reinstatement in the Association. Applications for reinstatement shall be made in writing and signed by the applicant on forms approved by the Association. Applications shall be transmitted, with the reinstatement fee and first years' dues, to the State Office. Each application must be endorsed by an Active Member in Good Standing and by the Police Chiefs Association in the County wherein the applicant served the appointment.

In Counties where a Police Chiefs Association does not exist, the applicant shall obtain the endorsement of three (3) Active Members in Good Standing who are from the County wherein the applicant served the appointment. The application shall be investigated by the Membership Committee and presented at a Regular Meeting of the Association. If the applicant is approved by the Membership Committee, he/she may be reinstated to his/her previous membership class by a simple majority vote at a Regular Meeting of the Association. Upon acceptance, the Executive Director shall notify the applicant to be present at the next Regular Meeting of the Association to be reinstated to membership and submit to the oath of office. The reinstatement fee shall be determined by the Association and as published in the Policy and Procedure Manual.

(c) Exceptions: This section shall not apply to Active Members serving in dual positions of Chief of Police/Director.

## **ARTICLE IV - ELECTION OF MEMBERS**

Section 1.

(a) Active Membership: Applications for Active Membership shall be made in writing and signed by the applicant upon the forms approved by the Association. Applications shall be transmitted, with the initiation fee and first years' dues, to the State Office. Each application must be endorsed by An Active Member in Good Standing and by the Police Chiefs Association in the County wherein the applicant is appointed. In Counties where a Police Chiefs Association does not exist, the applicant shall be required to have the endorsement of three (3) Active Members in Good Standing in this Association and from the County wherein the applicant is appointed. The application shall be presented at a Regular Meeting of the Association with a copy of the appointing resolution of the jurisdiction in which the applicant holds office, and a copy of the Ordinance providing for the office of Chief of Police to which the applicant was appointed by the Civil Service or Tenure of Office Act. If the applicant is reported upon favorably by the State Office and Membership Committee, he/she

may be elected to membership by a simple majority vote of the members present at a Regular or Special meeting of the Association. Upon acceptance, the Executive Director shall notify the applicant to be present at the next meeting of the Association to be admitted into membership and submit to the oath of office.

(b) Associate Membership: Applications for Associate Membership shall be made in writing and signed by the applicant upon the forms approved by the Association. Applications shall be transmitted, with the initiation fee and first years' dues, to the State Office. Each application must be endorsed by an Active Member in Good Standing and by the Police Chiefs Association in the County wherein the applicant is appointed. In Counties where a Police Chiefs Association does not exist, the applicant shall be required to have the endorsement of three (3) Active Members in Good Standing in this Association and from the County wherein the applicant is appointed. The application shall be presented at a Regular Meeting of the Association with a copy of the appointing resolution or authority of the jurisdiction in which the applicant holds office. If the applicant is reported upon favorably by the State Office and Membership Committee, he/she may be elected to membership by a simple majority vote of the members present at a Regular or Special meeting of the Association. Upon acceptance, the Executive Director shall notify the applicant to be present at the next meeting of the Association to be admitted into membership and submit to the oath of office.

(c) Corporate, Private Security Membership: Applications for Corporate and Private Security Membership shall be made in writing and signed by the applicant upon the forms approved by the Association. Applications shall be transmitted, with the initiation fee and first years' dues, to the State Office. Each application must be endorsed by An Active Member in Good Standing and by the Chief of Police of the municipality wherein the applicant is appointed. In the case where a municipal Police Chief does not exist, the applicant shall be required to have the endorsement of three (3) Active Members in Good Standing in this Association and from the County wherein the applicant is appointed. The application shall be presented at a Regular Meeting of the Association with a letter certifying the applicant's position within the corporation or company. If the applicant is reported upon favorably by the State Office and Membership Committee, he/she may be elected to membership by a simple majority vote of the members present at a Regular or Special meeting of the Association. Upon acceptance, the Executive Director shall notify the applicant to be present at the next meeting of the Association to be admitted into membership and submit to the oath of office.

(d) Provisional Membership: Applications for Provisional Membership shall be made in writing and signed by the applicant upon the forms approved by the Association. Applications shall be transmitted, with the initiation fee and first years' dues, to the State Office. Each application must be endorsed by the current Chief of Police in the subject jurisdiction and by the Police Chiefs Association in the County wherein the applicant is appointed (as provided for in Article III, Section 9 of this Constitution). In Counties where a Police Chiefs Association does not exist, the applicant shall be required to have the endorsement of three (3) Active Members in Good Standing in this Association from the County wherein the applicant is appointed. If the applicant is reported upon favorably by the State Office and Membership Committee, he/she may be elected to membership by a simple majority vote of the members present at a Regular or Special meeting of the Association. Upon acceptance, the Executive Director shall notify the applicant to be present at the next meeting of the Association to be admitted into membership and submit to the oath of office.

Section 2.

Limitation of Benefits: Members of the Association shall not be eligible for any financial benefits from the Association until he/she has held Membership in Good Standing for a period of one (1) year.

### Section 3.

Membership Dues Cards: Membership dues cards shall be prepared by the State Office and forwarded to all classes of membership as soon as their annual dues are paid in full. The cards shall specify the class of membership and shall be renewed yearly beginning in the month of January. These cards will be the only document that will be accepted to prove membership and payment of annual dues.

### Section 4.

Arrears of Dues: Any member who is in arrears in the payment of dues for five (5) months shall be notified by the State Office. Unless dues are paid within sixty (60) days from the date of notice, he/she shall be stricken from the rolls. Said members may only be reinstated by majority vote of the members present at a regular meeting within two (2) years from the date the membership ceased. The application for reinstatement must be made in writing and accompanied by full payment of all unpaid dues accrued up to the time of dismissal and all dues which have accrued up to the date of reinstatement. After two (2) calendar years, the person may reenter the Association as a new member and the limitation of benefits shall be applicable.

### Section 5.

Retired Members Dues: Members who retire from Active Duty under the provisions of the pension laws shall be required to pay Retired Membership Dues unless he/she attains Life Membership status. Active or Retired Members may prepay dues before his/her twenty (20) years and establish Life Membership. The amount of these dues shall be at the rate in effect for the status of the member at the time said member applies.

## **ARTICLE V -- OFFICERS OF THE ASSOCIATION**

### Section 1.

(a) The Elected Officers of this Association shall be: President; First Vice President; Second Vice President; Third Vice President; Fourth Vice President, At-Large Vice President; Treasurer. The term of the Vice Presidents shall be for one (1) year and when elected to Fourth Vice President the officer shall then be eligible to ascend to the next higher office up to and including the Presidency. The term of the Treasurer shall be for three (3) years and the Treasurer shall not be in the ascending offices. The term of the At-Large Vice President shall be for three (3) years and the At-Large Vice President shall not be in the ascending offices. The holder of the office of At-Large Vice President may not succeed himself or herself in the office of At-Large Vice President, but nothing shall prevent the holder of the office of At-Large Vice President from standing for election as Fourth Vice President following the expiration of the At-Large Vice President term of office, or upon resigning from the office of At-Large Vice President. Vacancies in the office of At-Large Vice President shall be filled in accordance with Section 4 of this Article.

(b) The Appointed Officers shall be three (3) Sergeants-at-Arms, who shall be recommended by the President and confirmed by a simple majority vote of the Elected Officers. They shall serve for one (1) year, concurrent with the President's term in office.

(c) The Board of Officers shall be comprised of the Elected Officers. They shall be empowered to act in matters coming before the Association that require immediate attention and shall report these matters and the action taken at the next Executive Committee and/or Regular Business Meeting.

(d) Members Seeking Elected Office shall be nominated at the May Regular monthly meeting preceding the Annual Meeting. Contested elections for elected offices shall be conducted at the June Regular monthly meeting preceding the Annual Meeting. Non-opposed candidates may be elected by a single ballot cast by the President. Candidates for Elected and Appointed Office must be Active Members in Good Standing and their status shall be certified by the State Office before being nominated for office.

#### Section 2.

Vacancy: Any vacancy occurring by reason of death, resignation or removal from office of any member of the Association holding Elective or Appointed Office, shall be filled by an appointment by the President for the unexpired portion of the term of office and in conformance with Section 3, 4, of this Article.

#### Section 3.

Vacancy of the President: In the event of death, resignation, retirement or removal from office of the President, the First Vice President shall forthwith assume all the duties of the President for the remainder of the unexpired term. In such case, the ordinary term of the First Vice President for the Presidency shall not be affected.

#### Section 4.

Vacancy of the Vice Presidents: In the event of a vacancy in the Vice President posts, the President shall appoint a member of the Association to fill the office of Fourth Vice President and all Vice Presidents shall advance until all vacancies are filled. The President's appointment(s) shall be for the remainder of the unexpired term only. The post of Fourth Vice President shall be up for nomination at the next election. In the event of a vacancy in the At-Large Vice President post, the President shall appoint a member of the Association to fill the office of At-Large Vice President. The President's appointment shall be for the remainder of the unexpired term only.

Section 5. Executive Director: There shall be an Executive Director who shall be an employee of the Association. The Executive Director shall be selected, appointed, and removed for cause, by the Executive Committee. His/Her removal from office shall be approved or disapproved by a majority vote of the members in Good Standing present at a Regular or Special Meeting of the Association. The Executive Director, at the expiration of his/her employment, shall promptly deliver all books, papers, and other property of the Association in his/her possession to the Executive Committee.

## **ARTICLE VI - POWER AND DUTIES OF THE OFFICERS AND EMPLOYEES**

#### Section 1.

President: The President shall be the Executive Head of this Association. He/She shall preside at all meetings and upon assuming office shall appoint an Executive Committee, the Appointed Officers, and all standing and special committees necessary for the transaction of the business of this

Association. The President shall be an ex-officio member of all committees and he/she shall be the representative and/or voice of the Association at all events involving this Association. The President may, at his/her discretion, delegate his authority and/or responsibilities provided that it does not conflict with the best interests of the Association. The President shall turn over all responsibilities of the office to the in-coming President as the last order of business at the Annual Conference. Unless other arrangements are made, the out-going President shall swear into office the in-coming President and Elected Officers. The Appointed Officers shall be sworn to office by the in-coming President.

#### Section 2.

Vice Presidents: It shall be the duty of the Vice Presidents, in the absence of the President, to assume the duties of the President according to their seniority. The Vice President(s) shall perform any duties assigned to them by the President. In addition, the First Vice President shall serve as General Chairman of the State and International Conference Committees.

#### Section 3.

Financial Duties of the Executive Director: The administration of finances shall be the responsibility of the Executive Director, supervised by the Treasurer. The State Office shall keep an accounting of all finances including, but not limited to, receiving all monies due the Association, making correct entries thereof, and give an account to the Treasurer from which source received. All monies shall be deposited in a bank(s) in the name of the Association and a report shall be made to the Treasurer as soon thereafter as possible. The State Office shall notify all members whose dues are in arrears and drop them from membership per Article IV, Section 7. The State Office shall also make monthly financial reports at the Regular Business Meetings and a yearly report at the end of the fiscal year. The annual report shall contain a complete accounting of the monies received and expended by the Association during the year. Copies of the report are to be filed with the President, Treasurer, and the Executive Committee. The State Office shall be bonded by the Association in an amount in accordance with the Standard Operating Procedures of the Association. Two signatures shall be required of each check written on behalf of the Association.

#### Section 4.

Treasurer: The Treasurer shall be the custodian of funds and shall keep a just and true accounting of the financial records and affairs of the Association. He/She shall pay all bills and claims ordered by the Association after receipt of a signed bill or voucher. He/She shall submit to the Association a monthly report of the monies received and a detailed account of all disbursements made. To avoid duplication of effort, this shall be accomplished in concert with the State Office. Upon completion of his/her term of office, the Treasurer shall surrender all books, records, monies, and property pertaining to the office. He/She shall be bonded by the Association in an amount set by the Standard Operating Procedures of the Association. Two signatures shall be required of each check written on behalf of the Association.

#### Section 5.

Executive Director: The Executive Director is the Executive Officer in charge of the operation of the Association and reports to the President. He/She shall be empowered to conduct the business of the Association and perform other duties in accordance with the Standard Operating Procedures established by the Board of Officers, the Executive Committee and the Constitution and By-Laws of this Association.

## Section 6.

**Sergeants-at-Arms:** The President of the Association, upon assuming office at the Annual Meeting, shall appoint three (3) members in Good Standing to perform the duties of Sergeant-at-Arms. The appointments shall include one (1) person from the north, central, and southern parts of the state. The Sergeants-at-Arms shall maintain order at all meetings of the Association and perform such other duties connected with his/her office as the Presiding Officer shall direct. They shall procure the name and representation of all persons in attendance at meetings and submit such roster to the Executive Director. The Sergeants-at-Arms shall wear arm bands indicating their office at all times while meetings are in progress. The three (3) Sergeants-at-Arms shall be voting members of the Executive Committee.

## **ARTICLE VII - THE EXECUTIVE COMMITTEE**

### Section 1.

**Makeup of the Executive Committee:** The Executive Committee shall comprise of Members in Good Standing and consist of the President, five (5) Vice Presidents, Treasurer, three (3) Sergeants-at-Arms, the immediate Past President, and one person from each of the twenty-one (21) Counties recommended by the County Organization and appointed by the State President.

### Section 2.

**Meeting and Quorum:** The Executive Committee shall meet monthly provided there is business to transact. Otherwise, the Executive Committee shall be subject to the call of the President at anytime upon forty-eight (48) hours' notice. Fifteen (15) members of the Committee, three (3) of whom shall be Elected Officers, shall constitute a quorum for the transaction of business. Notice of meeting shall be made by the Executive Director.

### Section 3.

**Duties and Powers of the Executive Committee:** Although actions taken by the Executive Committee are usually of an advisory nature, the Committee is empowered to make decisions, transact routine business, and take definite action in matters brought to its attention when it is in the best interests of the Association. The President shall report all actions taken by the Executive Committee to the General Membership at the first Regular Business Meeting following the Executive Committee Meeting. All actions by the Executive Committee taken in emergency situations shall be binding upon the Association. The Executive Committee shall act in any and all matters specified in the Constitution and By-Laws or Standard Operating Procedures Manual of the Association. The Executive Committee may at any time call for the production of books, papers, records, monies, other data, or for the personal appearance of any member it deems necessary.

### Section 4.

**Power to Revoke Membership:** The Executive Committee shall have the power at all time to repeal or revoke any and all Corporate or Private Security Membership(s) when in their judgment it is in the best interests of the Association. All membership cards, being the property of the Association, must be surrendered upon request of the Executive Committee. The Executive Committee shall be empowered to recommend to the General Membership, for approval at a Regular or Special Meeting, the revocation of any Active, Associate, Retired, Life, or Provisional Membership when in the Executive Committee's judgment such member's conduct or actions are not in the best interests of the Association. All membership cards, being the property of the Association, must be

surrendered upon request of the Executive Committee.

## **ARTICLE VIII - MEETINGS**

### Section 1.

#### Meetings:

(a) Regular Business Meetings shall be held monthly on the first Thursday of each month during the months, times and places as designated by the Association and as set forth in the Standard Operating Procedure Manual. Notice of all meetings shall be made by the Executive Director.

(b) Special Meetings may be called by the President at any time or upon written request by ten (10) members in Good Standing, stating the reason for the Special Meeting. The Executive Director shall notify the members of the Association of the time and place of such Special Meeting and there shall be no quorum requirements.

(c) The Annual Meeting of the Association shall be held on the day following the Annual Banquet each calendar year. All newly Elected Officers shall be installed for their term of office at the Annual Banquet.

### Section 2.

Time of Quorum: The Regular Meeting of this Association shall commence at the time prescribed if fifty (50) members in Good Standing are present, three (3) of whom shall be Elected Officers, and said number shall constitute a quorum for the transaction of business.

### Section 3.

Attendance at International, State, Conference: Every Active, Retired, and Life Member in Good Standing shall be a delegate to the International Association of Chiefs of Police and State Conferences.

### Section 4.

Expenses of President & Executive Director: The President and Executive Director shall be entitled to receive transportation fares and such other sum(s) for additional expenses necessary to attend the Annual Conferences of the International Association of Chiefs of Police and New Jersey State Association of Chiefs of Police. The President-Elect, shall be entitled to expenses necessary to attend the State Conference. The amount of these expenditures shall be determined and approved by the Executive Committee and in compliance with the Standard Operating Procedures of this Association.

### Section 5.

The State Office shall also make monthly financial reports at the Regular Business Meetings and a yearly report at the end of the fiscal year. The annual report shall contain a complete accounting of the monies received and expended by the Association during the year. Copies of the report are to be filed with the President, Treasurer, and the Executive Committee. The State Office shall be bonded

by the Association in an amount in accordance with Standard Operating Procedures of the Association. Two signatures shall be required of each check written on behalf of the Association.

## **ARTICLE IX - CHARGES AGAINST ACTIVE MEMBERS**

### Section 1.

Form and Hearing of Charges: No member shall be suspended or expelled from this Association except as provided in Article VII, Section 4. Such member against whom charges are made shall be served with written notice of the charges preferred and shall be entitled to a hearing before the Executive Committee at a meeting specially designated for that purpose. Any such member shall be entitled to present a defense to the charges and call witnesses in support of that defense. Guilt or innocence shall be determined by a majority vote of the Executive Committee present at the hearing.

In the event that after such hearing, the accused member is adjudged guilty of the charges, punishment may be imposed against him/her as the Executive Committee may deem proper. The accused member shall have the right to appeal the decision of the Executive Committee to the General Membership. In the event that an accused member fails to appear at the hearing of charges without good and sufficient reason, the hearing shall continue in his/her absence and a determination arrived at on the basis of the evidence presented. The Executive Committee shall have the power to subpoena members of the Association to testify at said hearings whenever appropriate.

## **ARTICLE X - AMENDMENTS**

### Section 1.

Constitution and By-Laws:

(a) Amendments to the Constitution shall be made in accordance with Article II, Section 2 of this Constitution.

(b) Amendments to the By-Laws may be made at any meeting, after submission by the Executive Director, without formal notice to the members. Proposed amendments shall become effective if passed by the affirmative vote of not less than two thirds (2/3) of the members present at the Regular or Special Meeting, presuming the presence of a quorum.

## **ARTICLE XI - STANDARD OPERATING PROCEDURES**

### Section 1.

Standard Operating Procedure Manual: The Executive Committee shall prepare a written Standard Operating Procedure Manual which shall be used to govern the policies and procedures of the Association in all internal matters. The Policies and Procedures shall be drawn up and attached to the Standard Operating Procedures Manual not later than May 1st in each calendar year. A copy of the Standard Operating Procedure Manual shall be furnished to all Elected and Appointed Officers and the Executive Director. The Executive Director shall have available at least one (1) copy of the Manual during Regular and Executive Board Meetings so that it may be available for study by any member of the Association. A copy of the Manual shall be on file at the State Office and available

to the membership during regular business hours.

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## **BY-LAWS**

### **ARTICLE I - INITIATION DUES**

#### Section 1.

Initiation Fee: The Initiation Fee for this association shall be Two Hundred (\$200.00) dollars. Initiation Fees shall be required on Active, Associate, Provisional, Private Security, and Corporate Memberships.

#### Section 2.

Dues: The Annual Dues for all membership categories shall be determined by two-thirds (2/3) vote of the Active Membership at any regular meeting. The amount of the annual dues for each category, as approved by the Association, shall be published in and become a part of the Standard Operating Procedure Manual.

#### Section 3.

Effective Date: The effective date for the dues schedule established by the Association shall be included in the motion to change the dues and be recorded in the Standard Operating Procedure Manual of the Association.

### **ARTICLE II - CONDUCT AT MEETING**

#### Section 1.

Order: It shall be the duty of every member in attendance upon any meeting of the Association to conduct himself in an orderly manner and any members who may be called to order by the Presiding Officer at any meeting upon a question or order having been raised, shall immediately cease speaking on the questions before the Association and he shall resume his remarks only when the question on order at issue shall have been fully determined or when he is granted permission to resume by the Presiding Officer.

#### Section 2.

Authority: In all questions of order, the guiding authority shall be the latest edition of Robert's Rules of Order.

### **ARTICLE III - CHARGES AGAINST MEMBERS - LEGAL AID**

#### Section 1.

Requests for Assistance: Any member of the Association who is in good standing and who requests financial, legal or other assistance which originates from becoming involved in any matter relating to his official conduct as Chief of Police and by reason whereof charges are preferred against him, shall forthwith notify the President or in his absence the Executive Director of the circumstances of the case. Said member shall cause to be reduced to writing any such request for aid or assistance.

#### Section 2.

Requirement for Written Request: No member shall be entitled to financial, legal or other assistance in any matter unless he shall first make application in writing to the President and/or the Executive Committee requesting such aid. The written application shall contain a detailed and accurate statement of the nature of the request and facts upon which the charge or dispute is based, any efforts

that have been made to mediate the dispute, and the name of any attorney retained by the member. If an attorney has been retained, the application is to include a synopsis by the attorney indicating the status of the matter, as well as the agreed upon fee arrangement. Upon receipt of the application, the President shall appoint an investigation committee. This committee shall look into the circumstances involved and report their findings along with the recommendation of the committee as to the action that should be taken on the request. This report shall be made in writing and addressed to the President and the Executive Committee.

### Section 3.

Action on Request for Assistance: Any action taken by the Executive Committee shall be governed by the report of the Legal Aid and Arbitration Committee along with the recommendations made. The recommendation of the Legal Aid and Arbitration Committee will be made on a case-by-case basis after a complete evaluation of the application and the availability of Association funds for such purposes. In the event that the report is favorable and the recommendation is for assistance, the Executive Committee may, if the member is in good standing, take steps to mediate or otherwise resolve the dispute or charge which is the subject of the application including the furnishing of financial or legal assistance to such applicant according to the following circumstances: (1) if the applicant chooses to use the Association Attorney in his defense, the Association shall pay one-half of the legal expenses up to a maximum of \$1,000; and (2) if the applicant prefers to use an attorney of his own choosing, the Association may give him financial assistance of one-half of the legal expenses up to a maximum of \$1,000, provided the member furnishes proof of such expenses.

### Section 4.

Assistance in Criminal Matters: In the event that a member requests assistance in a matter in which he has been charged with a violation of the Criminal Statutes of the State or the Federal Government, financial assistance shall be deferred until there has been a determination of the charges. Such determination may be in any form which has the effect of a not guilty finding.

### Section 5.

Option of the Association Attorney: If the member requesting assistance chooses to use the Association Attorney, who for any reason feels that he does not wish to handle the matter, the financial assistance will be the maximum sum of \$1,000.

### Section 6.

Report to the Association: In any matter where a request for financial or legal assistance is received and acted upon by the Executive Committee, the President shall make a complete report to the membership of all proceedings and action during the next regular meeting.

## **ARTICLE IV - RECORD OF ATTENDANCE**

### Section 1.

Meetings Attendance: At each and every regular meeting of this Association each member present shall write his name and the Police Agency he represents upon a paper supplied for that purpose by the Sergeant-at-Arms. This list shall be the official record of attendance at meetings.

Section 2.

Requirements for Attendance: All duly elected officers of this Association shall before accepting office, signify his willingness and intention to attend meetings of the Association regularly. Any such officer who unless prevented by illness or other good and valid reason shall fail to be in attendance at three consecutive meetings shall have his office automatically declared vacant and a successor appointed for the unexpired term. Any Active Member of the Association who fails to attend a total of five (5) meetings during the calendar year shall be ineligible to apply for assistance from the Association in financial or legal matters unless he can supply good and valid reasons for his failure to attend.

Section 3.

Voting at Meetings: Only Active Members of the Association shall vote on matters involving current law enforcement issues that impact on the day-to-day operation of a police department. The President, by majority consensus of the Board of Officers in attendance, shall decide "current law enforcement issues" prior to any vote being taken by membership.

Section 4.

Voting by Membership Class: A color code system shall be established for each class of membership in the Association. On any matter(s) requiring vote by certain classes of membership, it shall be announced by the President prior to voting. Each member present and voting shall then display their membership classification card. The counter of votes shall only tally cards of the color announced by the President.

## **ARTICLE V - FISCAL YEAR**

Section 1.

Extent of Fiscal Year: The fiscal year shall be from January 1st to December 31st.

Section 2.

Standard Operating Procedure: The Executive Committee shall prepare a written Standard Operating Procedure Manual which will be used to govern the operating of the Association in all internal matters. This procedure will be drawn up and attached to the Standard Operating Procedure Book not later than May 1, in each calendar year.

Section 3.

Routing of Standard Operating Procedure Manual: A copy of the Standard Operating Procedure Manual will be supplied to all elected officers of the Association and to the Executive Director. The Executive Director shall have upon his/her person at least one copy of the Manual during his/her attendance at all regular and Executive Committee hearings so that it may be available for study by any member of the Association at any time. A copy of the Manual will be on file at the State Office and available at any time during business hours.

## **ARTICLE VI - ORDER OF BUSINESS**

Section 1.

Outline: The order of business of the Association at all regular meetings will be as follows:

1. Call to Order

2. Opening Prayer
3. Pledge of Allegiance
4. Roll Call of Officers, Begin Attendance Sheet
5. Election of Members
6. Membership Committee Report
7. Reading of Minutes of Previous Meeting
8. Report of Executive Committee/President's Report/Executive Director's Report
9. Report of Committees
10. Report of Treasurer
11. Unfinished Business
12. New Business
13. Adjournment

#### Section 2.

Order of Business Compulsory: It is compulsory that the presiding officer follow the order of business exactly unless he secures the permission of the Association to dispense with said order. This permission must come in the form of a motion from the floor and a majority vote of the members present.

### **ARTICLE VII - STANDING COMMITTEES**

#### Committees

Section 1. Standing committees which are perpetual are Finance & Audit, Membership, Training & Education, Legislative & Public Policy, Annual Conference, Constitution and By-Laws. All committees shall be appointed by the President of the Association. The President may establish ad hoc committees not mentioned in this section, as deemed appropriate.

Section 2. Members shall serve a one (1) year term, and may be relieved of their duties at any time by the President of the Association.

Section 3. Neither the chair nor members of the committees may incur expenditures payable out of the funds of the Association unless specifically authorized by the Board of Officers. Such committees may take all necessary steps for the efficient execution of their committee work, but they may take no action which is finally binding on the Association without approval of the Board of Officers or the members of the Association as approved during a business meeting of the Association.

Section 4. The President of the Association may designate active or retired members to represent the Association at any meeting or conference in which representation by the Association is appropriate and necessary.

## **ARTICLE VIII – APPOINTED POSITION**

### Section 1.

Parliamentarian: The parliamentarian shall be appointed by the President and shall serve concurrent with the term of the President. The duty of the parliamentarian shall be purely as an advisor to the President and only on issues of parliamentary procedure that may arise at Regular, Special and Executive Committee meetings. Questions or inquiries intended for the parliamentarian shall be addressed through the President. Inasmuch as the parliamentarian's opinion is purely advisory, the President's decision shall be the final authority in deciding issues.