

GEORGIA POLICE ACCREDITATION COALITION, INC.

Constitution and By-Laws

ARTICLE 1: Name

Section 1. The name of the organization shall be the Georgia Police Accreditation Coalition, Inc. (GPAC).

ARTICLE 2: Purpose

Section 1. GPAC recognizes and supports the concepts of accreditation and certification for law enforcement, criminal justice and governmental agencies as a means of enhancing the quality of law enforcement, criminal justice, and governmental services within the State of Georgia and neighboring states. To this end, GPAC will:

- a. provide a network for member agencies that will encourage communication, mutual cooperation, support and the sharing of resources;
- b. promote accreditation and certification for law enforcement, criminal justice and governmental agencies through presentations to local governments, governmental associations and other groups interested in learning about the objectives and process of CALEA accreditation or recognition, and Georgia certification; and
- c. serve as the unified voice of its membership in any forum where matters of mutual interest are to be discussed and/or acted upon.

ARTICLE 3: Organization

Section 1. The officers of GPAC shall consist of a ten (10) member Board of Directors. They shall be elected by a majority of written ballots cast as hereinafter provided and shall serve a term of two years. There shall be no limitations on the number of consecutive terms that an elected director may serve.

Section 2. A law enforcement, criminal justice, or governmental agency shall have only one member serve as a representative on the Board of Directors of GPAC at the same time.

Section 3. Election of officers shall occur at the August GPAC meeting each year. Members of the Board of Directors shall be elected in staggered terms with five vacancies occurring on alternating years.

Section 4. A Chairperson, Vice Chairperson, Secretary and Treasurer shall be elected to serve a one-year term by a majority vote of the Board of Directors. The Chairperson and Vice Chairperson may serve no more than two consecutive terms in

the same office. There shall be no limitations on the number of consecutive terms served by the Secretary and Treasurer.

The offices of Chair and Vice Chair will be selected by secret ballot vote of all newly or reelected board members at an organizational meeting held immediately after the election results are announced. The new board members, following Robert's Rules of Order, will nominate candidates for these positions. The outgoing Chairperson will count the votes. The candidate with the most votes will be named the Chairperson and the runner up will be named Vice Chairperson. The ballot count will remain secret unless requested by one of the candidates.

Once the Chair and Vice Chair have been elected, the remaining board members will be polled to see if any have a specific interest in serving as Secretary, Treasurer, or a Coordinator position. The Chair will recommend a member to serve as Secretary, Treasurer, and Coordinators. The board shall approve each appointment by a voice vote or by a show of hands.

Section 5. The Georgia Association of Chiefs of Police Director of State Certification shall serve as an ex-officio member of the Board of Directors.

ARTICLE 4: Duties of Officers

All officers of the organization shall show the highest standard of care in their dealings on behalf of the organization.

Section 1. Chairperson

The Chairperson shall be the Chief Executive Officer of the organization. The Chairperson shall preside at all meetings and perform such other duties as may be required to achieve the purpose of the organization. The Chairperson shall appoint members to serve on all committees of the organization and shall appoint the chairperson of each committee. The Chairperson shall also appoint members to serve as coordinators of specific work areas.

Section 2. Vice Chairperson

The Vice Chairperson shall fulfill the duties of the Chairperson in the absence or disability of the Chairperson. The Vice Chairperson shall perform such duties as directed by the Chairperson or other duties as may be required to achieve the purpose of the organization. The Vice Chairperson shall serve as the training coordinator to assist agency representatives in the preparation of training programs for the bimonthly GPAC meetings.

Section 3. Secretary

The Secretary shall:

- a. keep a record of all proceedings of the organization and shall be responsible for notification to appropriate members of scheduled meetings and other events of the organization;
- b. maintain and update as necessary a complete roster of the membership;
- c. assist the Chairperson in the formulating of business agenda items and a list of unfinished business items;
- d. keep attendance records of all GPAC business meetings; and
- e. ensure the completion of all records with regard to training.

Section 4. Treasurer

The Treasurer shall:

- a. have charge over all funds of the organization, shall maintain all accounting records and shall present a financial accounting report at each meeting;
- b. provide the Board and membership with a financial report at all regularly scheduled meetings;
- c. be responsible for scheduling an annual audit of organizational funds;
- d. annually, shall mail dues notices to each member and shall maintain records on each member's payment and non-payment of dues; and
- e. shall have the authority to disburse such monies as may be reasonably necessary in the ordinary conduct of the organization's business. Such disbursements shall include, but not be limited to, costs for stationary, postage, printing, normal office supplies and forms. Expenditures shall not exceed \$100.00 without prior approval.
- f. The Chairperson must approve expenditures between \$100 and \$300. Expenditures in excess of \$300 must be approved by a majority vote of the Board of Directors.

Section 5. Vacancies

In the event of any vacancy occurring in the office of the Chairperson, Vice Chairperson, Secretary or Treasurer, the members of the Board of Directors shall elect a member of the Board to fill the remainder of the term in the office vacated.

In the event of any vacancy occurring in the Board of Directors, a qualified representative of a member agency will be elected at the next general meeting by the membership to fill the remainder of the term in the office vacated.

ARTICLE 5: Membership

Two types of memberships are recognized by GPAC: Agency Membership and Associate Membership.

Section 1. Agency Membership

Agency membership shall be open to law enforcement, criminal justice and governmental agencies (and their representatives), who are interested in the process of attaining or maintaining CALEA accreditation or recognition and/or Georgia certification.

Membership shall be granted upon receipt of a completed application and payment of fees. The annual membership fee shall be set at \$50.00 per year.

Section 2. Associate Membership

Associate membership shall be open to agencies and/or individuals employed by a criminal justice or governmental agency whose function relates to or is affected by the accreditation and/or certification process.

Membership shall be granted upon receipt of a completed application and payment of fees.

Section 3. Process for Suspension from Membership

Any agency or agency representative may be suspended from membership by a majority vote of the Board of Directors:

- a. upon non-payment of required dues/fees or;
- b. upon determination that such agency or representative's continued participation is not in the best interest of this organization;
- c. the CEO will be provided notice of the allegations and a representative from the agency shall be provided with an opportunity to appear before the Board of Directors prior to any action being taken.

- d. the GPAC Chairperson shall provide written notification to the CEO of the suspended agency advising them of the cause of suspension.

Section 4. Exclusion from Membership

No eligible agency or individual member shall be excluded from membership in the organization unless voted on and approved by the Board of Directors.

ARTICLE 6: Meetings

Meetings of GPAC shall be held during the months prior to and following each CALEA Conference at a site selected by the membership. Members shall be notified in advance of the dates, location and other necessary information of each meeting.

The Board of Directors shall meet in conjunction with each meeting of the membership and at such other times as may be deemed necessary to achieve the purposes of the organization.

ARTICLE 7: Committees

Section 1. Ad Hoc Committees

The Chairperson shall appoint members to serve on ad hoc committees when the need arises. The committee chairperson shall report committee matters to the Chairperson and/or Board of Directors. Ad hoc committees serve at the discretion of the Chairperson.

Section 2. Standing Work Areas

The Chairperson shall appoint members to serve as coordinators for the following areas:

- a. Outreach Coordinator – Duties shall include membership, marketing, public relations and maintaining liaison with the Georgia Chiefs of Police Association, the Georgia Sheriff's Association, the Commission on Accreditation of Law Enforcement Agencies, Georgia Legislature, other State PAC's and other law enforcement organizations. The outreach coordinator will also coordinate the activities of any regional technical support teams.
- b. Mock On-Site Coordinator - The Mock On-Site Coordinator shall coordinate all scheduling of GPAC sponsored mock on-sites for agencies preparing for CALEA accreditation and provide assistance and guidance to the State Certification program.

- c. Website Coordinator - The Web site Coordinator shall ensure that the website of the organization is maintained in a professional manner and updated in a timely fashion to accurately reflect the business of the organization. The Treasurer shall pay such fees required to maintain the web site.
- e. File Review Coordinator - The File Review Coordinator shall ensure that qualified persons are available to conduct reviews of Accreditation of Certification files brought for this purpose by the membership. The holder of this position shall be an experienced Accreditation Manager.

ARTICLE 8: Financial Administration

Section 1. There shall be a membership fee for agencies, associate members and individuals joining GPAC. New agencies and individuals joining GPAC shall pay membership dues, which are valid for the calendar year, the agency or individual joins. Dues are payable annually to the Treasurer. Dues shall be invoiced in September and payable by December 1st of each year. Invoices are for the upcoming calendar year and not the current year. The dues of the organization shall be established by a majority vote of active membership present at the business meeting when a vote is taken.

Section 2. If dues are not paid by the yearly December meeting, the Treasurer shall contact the agency CEO and report back to the Board of Directors for further action at the next scheduled meeting.

Section 3. An independent auditor shall conduct an audit of the organization's financial records annually. An audit may be conducted at anytime as determined by the Board of Directors.

Section 4. The organization requires that the position of Treasurer be bonded with a Fidelity Position Schedule Bond in an amount equal to or greater than the total assets of the organization at a rate determined by the bonding company and approved by the Board of Directors.

Section 5. The fiscal year for GPAC will cover the period from September 1 through August 31 of each year.

ARTICLE 9: Parliamentary Procedures

Voting on general business matters shall be by a plurality voice vote of the members present. During the elections, written ballots shall be used with only one vote being cast per agency present.

In any case of parliamentary procedure that is not covered in this Constitution and By-Laws, the latest revised copy of "Robert's Rules of Order" shall prevail.

ARTICLE 10: Adoption and Changes

The above articles, sections, terms, rules, policies and conditions are hereby adopted by 2/3 vote of the members in attendance. Any changes or revisions to this document require prior notification of the membership and discussion at an official bimonthly business meeting. A 2/3 vote will be taken at the next official bimonthly business meeting to ratify or defeat the proposed changes.

This official adoption being made on the 14th day of April 2006, at the bimonthly business meeting.

WITNESS, THE HAND OF:

Charles Grefski, Chairperson

Robert Garrett, Board Member

Mark Bender, Vice Chairperson

Janet Moon, Board Member

Diane L. Merritt, Secretary

Chris Logerbloom, Board Member

Cindy Ledford, Treasurer

Charles Groover, Board Member

Jody Heaton, Board Member

James Ellis, Board Member