

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 an eleven (11) 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 board officer 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 – six vacancies occurring on alternating years.

Section 4. A President, Vice President, Secretary, Treasurer and Training Coordinator shall be elected to serve a two-year term by a majority vote of the Board of Directors. The President and Vice President 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, Training Coordinator and Treasurer.

The position of President and Vice President 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 board members, following Robert's Rules of Order, will nominate candidates for these positions. The outgoing President or designated officer will count the votes. The candidate with the most votes will be named the President and the runner up will be named Vice President. The ballot count will remain secret unless requested by one of the candidates.

The Board of Directors may opt to vote in an open forum for the President and Vice President; this will only be done if the majority of the board chooses this option.

Once the President and Vice President 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 President 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 and the assigned CALEA Program Manager shall serve as ex-officio members 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. President

The President shall be the Chief Executive Officer of the organization. The President shall preside at all meetings and perform such other duties as may be required to achieve the purpose of the organization. The President shall appoint members to serve on all committees of the organization and shall appoint the Chair of each committee. The President shall also appoint members to serve as coordinators of specific work areas or ask for nominations from board members. The President will serve as the permanent member on the Georgia State Certification Committee and will ensure communication regarding issues, questions or concerns are addressed to CALEA or the State Certification Committee. The President will maintain liaison with the Georgia Chiefs of Police Association, the Georgia Sheriff's Association, CALEA, other State Police Accreditation Coalitions and the Georgia Legislature.

Section 2. Vice President

The Vice President shall fulfill the duties of the President in the absence or disability of the President. The Vice President shall perform such duties as directed by the President or other duties as may be required to achieve the purpose of the organization.

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 President 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. Be the point of contact for updating and maintaining the GPAC website/website Coordinator.

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;
- e. Maintain and update as necessary a complete roster of the membership;
- f. 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 \$250.00 without prior approval; and

- g. The President must approve expenditures between \$250.00 and \$500.00. Expenditures in excess of \$500.00 must be approved by a majority vote of the Board of Directors.

Section 5. Training Coordinator

The Training Coordinator shall:

- a. Be responsible for scheduling training for the GPAC meetings.
- b. The coordinator will work with the instructors to ensure that the needed equipment and supplies are available for use.
- c. The coordinator will provide the Secretary with a description of the scheduled training so that the information can be updated on the GPAC website.
- d. Will ensure C-12's and attendance rosters are completed for each training class and each attendee receives a certificate of completion or attendance.
- e. Ensure the completion of all records with regard to training.

Section 6. Standing Work Areas

The President shall appoint members or board officers to serve as coordinators for the following areas:

- a. File Review Coordinator – The File Review Coordinator shall ensure that qualified persons are available to conduct reviews of Accreditation or Certification files brought for this purpose by the membership. The holder of this position shall be an experienced Accreditation Manager and will ensure all review sheets are completed and filed for GPAC records.
- b. State Certification Committee Member – will serve as the second member on the state certification committee and serve as a representative from GPAC. Will be required to attend State Certification Committee Meetings and serve as requested.

Section 7. Vacancies

In the event of any vacancy occurring in the office of the President, Vice President, Secretary, Treasurer or Training Coordinator, 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, communications, 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 fees/dues or;
- b. upon determination that such agency or representative's continued participation is not in the best interest of this organization;
- c. revocation from the Georgia State Certification Program;
- d. the CEO will be provided the 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.
- e. the GPAC President 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 as designated by the Board of Directors. 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.

The President or an appointed board member will be required to attend at least one Presidents of Police Accreditation Coalition meeting, which is held in conjunction with CALEA Conferences.

Annually, the Executive Board of Officers will attend a two-day Board Executive Session to formulate goals, training conference agendas, business agendas, etc. This meeting will take place at a date and time designated by the board of officers and will be paid for in part, with GPAC reserve funds.

ARTICLE 7: Committees

Section 1. Ad Hoc Committees

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

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 October and payable by January 31st 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 January 31st, the Treasurer shall contact the agency CEO in writing and report back to the Board of Directors for action at the next scheduled meeting.

Section 3. An independent auditor, chosen by the Board of Directors, 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 October 1 through September 30 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 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 the 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 business meeting. A 2/3 vote will be taken at the next official business meeting to ratify or defeat the proposed changes.

This official adoption being made on the 20th day of February 2009, at the business meeting.

WITNESS, THE HAND OF:

Cheri Pickard, President

Jody Sheffield, Vice President

Karen Sanders, Secretary

Tanya Young, Treasurer

Pam Goddard, Board Member

Chuck Groover, Board Member

Chris Cooke, Board Member

Chris Robinson, Board Member

Eddie Bogan, Board Member

Jim Lockwood, Board Member