



INDIANA POLICE ACCREDITATION COALITION

INPAC BYLAWS

ARTICLE I

NAME

The organization shall be known as the Indiana Police Accreditation Coalition (INPAC).

ARTICLE II

PURPOSE

INPAC supports the CALEA concept of accreditation for law enforcement agencies as a means to enhance the quality of law enforcement services within Indiana. To this end, INPAC will serve as a non-profit organization to provide a network for member agencies that will encourage communication, mutual cooperation, and support and the sharing of resources.

ARTICLE III

MEMBERSHIP

Regular membership shall be open to any qualified law enforcement or public safety agency interested in the process of attaining or maintaining accreditation as administered by the Commission on Accreditation for Law Enforcement Agencies (CALEA), Inc., the Indiana Law Enforcement Accreditation Commission (ILEAC), and/or any other state law enforcement accreditation commission or organization. Membership shall be granted upon receipt of a completed membership application and annual dues.

Associate membership shall be open to members of governmental agencies whose function affects, or is affected by, the accreditation process, or wishes to maintain membership to network with agencies as a resource to benefit their agency in terms of policy making. Associate membership shall be granted upon receipt of a completed membership application and annual dues and a two-thirds (2/3) majority vote of the regular members. Associate members shall not have a vote during business meetings or hold an elected office.

ARTICLE IV

ORGANIZATION

The officers of INPAC shall be President, Vice President, Secretary, Treasurer and Immediate Past President. They shall be elected by a majority of written ballots cast and shall serve a term of two years. The President and Secretary shall take office during odd years, and the Vice President and Treasurer shall take officer during even years. Members of the same agency may hold more than one office.

ARTICLE V

DUTIES OF OFFICERS

PRESIDENT - The President is the Chief Executive Officer of INPAC and shall preside at all meetings, sign the record thereof, and shall have general charge and control of INPAC's business affairs. The President is the official spokesperson for INPAC, and in general, shall perform all duties usually incident to such office or as may be required to achieve the purpose of the organization. The President shall also serve as INPAC's liaison with CALEA.

VICE PRESIDENT - The Vice President shall perform the duties of the President in case of the absence or disability of the President and shall perform such other duties as may be required to achieve the purpose of the organization.

SECRETARY - The Secretary shall keep an accurate record of all proceedings of the organization, be responsible for notification of appropriate members of scheduled meetings and other events of INPAC, keep proper records of correspondence, and, upon expiration of term of office, deliver all books, papers, and property of the organization to the successor or to the President.

TREASURER - The Treasurer shall have charge of all funds of INPAC, disburse the same under direction of the officers, and keep an accurate account of the finances of the organization, in books provided for that purpose. The Treasurer shall present at each meeting a written statement of financial dealings. Upon expiration of term of office, the Treasurer shall deliver all monies and other property of INPAC in hand to the President, who will appoint a committee to audit the financial records. Upon completion, the committee will issue a report as to their findings. An audit may be conducted at anytime deemed necessary by the Executive Board.

IMMEDIATE PAST PRESIDENT – The Immediate Past President will serve as a full officer of the organization and will act as an advisor to the President and other officers regarding business of the coalition. The immediate Past President will be a full voting member of the coalition during the tenure as Immediate Past President. When no longer the immediate past president, the past president will be a lifetime member of the coalition. The past president may only vote on matters of the coalition if they would otherwise be a voting member.

ARTICLE VI

NOMINATION AND ELECTION OF OFFICERS

Nominations for officers will be conducted at the August meeting. Nominations will be confirmed with potential candidates before the October meeting. Confirmed nominations will be presented to the membership during the October meeting.

After confirmation of nominated candidates, a ballot naming the office and members nominated for that office will be prepared and mailed to all eligible member agencies before the December meeting. The agency may return the ballot by mail or in person at the December meeting. All ballots received by mail must remain sealed until such time as ballots are counted during the December meeting. In each office, the member receiving the highest number of votes will be declared as elected and will prepare to assume office during the February meeting. All ballots will be developed, mailed, and received by the Secretary. All mail-in ballots must be marked on the envelope as "BALLOT." The Secretary will retain possession of all ballots before, during, and after the election. The President shall appoint a ballot committee of at least three

members to count ballots. If possible, none of the ballot committee appointees will belong to the same agency as a nominated candidate. After the election, ballots will be retained for 14 days in case a challenge to the election results. If no written challenge is filed, ballots will be destroyed.

Should the President leave or otherwise vacate office, the Vice President will assume the title and duties of the President. Should the Vice President leave or otherwise vacate office, an election will be held to fill the vacancy providing time remaining in the unexpired term permits; if time does not permit, the Executive Board will appoint a member to fill the unexpired term of that office. The members at the following meeting must ratify the appointment.

To prevent any one agency from dominating, votes shall be case by agency; one vote per agency, regardless of the number of persons representing the agency. Associate members are not eligible to be officers of INPAC and are not eligible to cast votes in elections of INPAC officers.

All officers will hold office at the direction of the members of INPAC. They owe the highest standard of care and professional ethics in their dealings on behalf of INPAC and will ensure that the organization is meeting its stated purpose. An officer of INPAC may be removed from office by a two-thirds (2/3) majority vote. A regular member must make a motion of removal. A motion of removal will be accepted for reason of non-attendance, misfeasance, or violation of Article V of these by-laws. All offices are unsalaried positions.

ARTICLE VII

MEETINGS

INPAC meetings shall be held during the months prior to and following each meeting of CALEA at a site selected by the membership. Members will be notified in advance, by the Secretary, of the location, date, and time of each meeting.

ARTICLE VIII

MEETING MINUTES

The President shall approve minutes of each meeting. Minutes shall be accessible to all members via the internet.

ARTICLE IX

QUORUM

At all meetings, attendance of one-third (1/3) of the entire membership shall constitute a quorum for the transaction of INPAC business.

ARTICLE X

ORDER OF BUSINESS

Meetings shall be opened by the President. At each meeting, the order of business shall be:

1. Reading of the minutes of the previous meeting and acting thereon.
2. Reports from the President, Vice President, Secretary, and Treasurer.
3. Reports from committees.
4. Unfinished business.
5. New business (including training).
6. Adjournment.

ARTICLE XI

COMMITTEES

Officers may appoint a Committee of not less than three members to perform tasks, research tasks, research, and carry out other duties the organization may require.

ARTICLE XII

MOTIONS

Robert's Rules of Order shall govern the conduct of INPAC meetings when not in conflict with these bylaws.

ARTICLE XIII

VOTING ON MATTERS OF BUSINESS

To prevent any one agency from dominating the affairs of the organization, votes will be cast by regular membership agencies with one vote per agency regardless of agency size or number officers in attendance from the agency. Other than election or removal of officers, members must be present to vote. Elections, removal of officers and other coalition business will be accomplished by voice vote show of hands or electronic ballot, as the officers and members may consider appropriate. The President shall not vote, except to break ties. Except as otherwise stated in these bylaws, a majority vote is a simple majority. If more than two persons or more than two alternatives may be voted upon, the person or alternative receiving the plurality of votes will prevail. Associate members do not have the privilege of voting. The executive

board (President, Vice-President, Secretary, Treasurer and Immediate Past President) may authorize spending in the amount not to exceed \$500 upon a unanimous vote of all coalition officers. The purpose of the expense will be explained at the next regular meeting and recorded in the minutes.

ARTICLE XIV

CHANGES TO BYLAWS

The members of INPAC will have the power and authority to amend, repeal, or add to these bylaws or any of its provisions. Any such changes in the bylaws must be proposed at one meeting and voted on at the next meeting. The Secretary must send notice of the proposed bylaw amendment to all voting members prior to the meeting at which the vote will be taken. A two-thirds (2/3) majority vote of the voting membership will be necessary for bylaw change. Any approved bylaw changes will be effective on deliver to the membership.

ARTICLE XV

DUES

Membership dues shall be \$150 annually per member agency. Dues will be payable on January 1 of each calendar year and will be accepted from current members no later than January 31. New membership applications received after July 1 will be responsible for one half the annual dues of the current calendar year. Waiver of membership dues may be requested for hardship or similar reason. Such requests must be presented in writing at regular meetings with reasons for the requested waiver and will be voted on by the membership present.

ARTICLE XVI

DISSOLUTION OF THE COALITION

If any regular or special meeting called for this purpose, three fourths (3/4) of the voting membership vote in favor of dissolution of INPAC, the organization shall be dissolved within sixty (60) days of such vote. INPAC funds will first be used to pay any debts. Any remaining funds will be distributed by the Treasurer as directed by three-fourths (3/4) of the voting membership.