

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. Nominations shall be accepted during the August board meeting for open Board of Director positions. Members nominated for a board position shall submit a letter from their agency CEO supporting their nomination to the GPAC Secretary before the October election. Nominations shall also be accepted directly before the October election. If a member is nominated and elected during the October meeting, the member shall have 30 days from the election date to submit the letter of support from the CEO.

Section 4. Election of officers shall occur at the October 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 5. A President, Vice President, Secretary, and Treasurer 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, and Treasurer.

After the annual election, a special meeting will be held of newly, re-elected, or existing board members. The Board of Directors will determine if the election for President and Vice-Presidents will be by secret ballot or in an open forum. The determination will be made by a majority vote of the Board of Directors.

The board members shall nominate candidates for the position of President. If voting by secret ballot, the outgoing President or designated officer will count the votes. The candidate with the most votes will be named the President.

After the President has been selected, the board members will nominate candidates for the position of Vice-President. If voting by secret ballot, the President or designated officer will count the votes. The candidate with the most votes will be named Vice-President.

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. The Board of Directors will determine if the election for Secretary will be by secret ballot or in an open forum. The determination will be made by a majority vote of the Board of Directors. The board members shall nominate candidates for the position of Secretary. If voting by secret ballot, the President or designated officer will count the votes. The candidate with the most votes will be named Secretary.

The position of the Treasurer will be filled in the same manner as the Secretary.

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 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. Assist the President in the formulating of business agenda items and a list of unfinished business items; and
- c. Keep attendance records of all GPAC business meetings.

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. Annually, shall distribute dues notices to each agency and shall maintain records on each member's payment and non-payment of dues;
- d. Maintain and update as necessary a complete roster of the paid membership; 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 \$250.00 without prior approval.

Section 6. Standing Work Areas

The President shall appoint members or board officers to serve as coordinators of standing work areas when deemed necessary by the President or Board of Directors.

Section 7. Vacancies

In the event of any vacancy occurring in the office of the President, Vice President, 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.

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 \$75.00 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 \$75.00.

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 should 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.

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.

Section 2. If dues are not paid by January 31st, the Treasurer shall contact the agency CEO and person(s) of record in writing and report back to the Board of Directors for action at the next scheduled meeting.

Section 3. A financial review will be conducted annually of the organization's financial records by 2 non-board members selected by a majority of the Board of Directors. An audit, conducted by an independent auditor, 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.

Section 6. 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.

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.

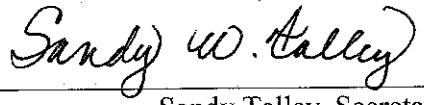
This official adoption being made on the 20th day of June 2, 2012, at the business meeting.

WITNESS, THE HAND OF:



Chris Cooke, President


Bill Kirkendall, Vice President

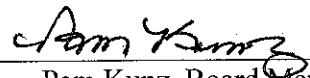

Karen Sanders, Treasurer


Sandy Talley, Secretary

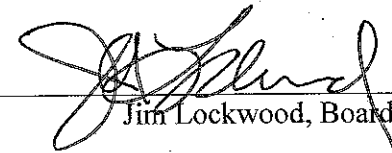

Pam Goddard, Board Member


Dan Clark, Board Member


Melissa Parker, Board Member


Pam Kunz, Board Member


Scott Smith, Board Member


Jim Lockwood, Board Member


Tanya Perry, Board Member