

Constitution and By-Laws  
ALASKA ASSOCIATION OF CHIEFS OF POLICE

Article I  
ASSOCIATION NAME AND OBJECTIVES

- Sec. 01 NAME: This Organization shall be known as the Alaska Association of Chiefs of Police.
- Sec. 02 OBJECTIVES: (a) The objectives of the association are to advance and improve the criminal justice system in general and law enforcement in particular, in Alaska, by fostering cooperation and the exchange of information and experience among law-enforcement administrators through Alaska.
- (b) It is also the policy of the association to cooperate with and involve itself in the actions of the Legislative, Judicial, and Executive branches of government wherever and whenever it seems appropriate to carry out the association's objectives and/or to advance and improve the criminal justice system in order to better serve the public for which it exists.

Article II  
MEMBERSHIP

- Sec. 01 ACTIVE MEMBERS: (a) Eligibility for active membership is confined to the following persons who, at the time of application and so long as they remain active members, are full-time salaried employees of any legally constituted and recognized law enforcement agency of State, Federal, Borough, Municipal, or Village government in the State of Alaska:
- 1) The executive head and deputy executive heads of a recognized law enforcement agency:
  - 2) The commanding officers of a division, district, or other subdivision of a recognized law-enforcement agency.
- (b) Application for membership shall be made on a form and/or in a form approved by and acceptable to the association. In addition, the application shall be endorsed by an active or retired member of the association and shall be accompanied by the required membership fee, which shall be refunded if the application is denied.
- (c) Upon receipt of an acceptable application and the required fee, the president may:
- 1) Accept the application on its face and grant a sixty (60) day temporary membership pending approval or objection at the next association meeting which is scheduled within that sixty (60) days. After which active membership may be granted or denied: OR

- 2) Direct a written inquiry to the voting membership asking for any objections to the application, and if no written objections are received within thirty (30) days after such inquiry, shall grant active membership. If written objection is received within the thirty (30) days, the application and the written objection shall be submitted to the membership at the next association meeting and a two-thirds (2/3) affirmative vote from the voting membership is required to grant active membership

Sec. 02 RETIRED MEMBERS: An "active" member in good standing at the time of retirement shall be granted "retired-active" membership or "retired-lifetime" membership as follows:

- 1) "Retired-active" membership shall be granted upon retirement , after 20 years of law-enforcement service or after 20 years or more of law-enforcement service of which less than 20 years in service within Alaska and upon continued payment of annual dues:
- 2) "Retired-lifetime" membership shall be granted upon retirement, after 20 years or more of law-enforcement service within Alaska. Retired-lifetime membership may be granted upon retirement to any member whose name is submitted for consideration by an active or retired member and upon a majority affirmative vote of the membership in attendance at an association meeting. A Retired-lifetime member is exempt from the requirement to pay dues.

Sec. 03 ASSOCIATE MEMBERS: (a) Eligibility for associate membership is confined to the following persons or commercial firms:

- 1) Any person who is a full-time salaried employee of any recognized law-enforcement agency or criminal justice system agency and who is otherwise not eligible for active membership:
  - 2) Any commercial firm, and its employed representatives, which is involved in the manufacture or sale of law-enforcement supplies, equipment, or commodities:
  - 3) The executive heads of any industrial or commercial security or investigating agency who are directly employed by the industrial or commercial firm which they serve:
  - 4) Persons actively engaged in teaching criminal justice subjects at any accredited university or college or actively engaged in research or any other activity which is directed towards the advancement of law enforcement or other agencies of the criminal justice system.
- (b) Application for associate membership shall be on a form and/or in a form approved by and acceptable to the association and endorsed by an active or retired member, and, if applicable, shall be accompanied by the required membership fee which shall be refunded if the application is denied.

- (c) Upon receipt of an acceptable application and the required fee, the president may:
- 1) If he is satisfied the person or firm is eligible, grant associate membership, or:
  - 2) If there is a question concerning eligibility, direct written enquiry to the officers of the association. If a majority of the officers determine the applicant is eligible, membership shall be granted. If not, membership shall be denied.

- Sec. 04 HONORARY MEMBERS: (a) Any person is eligible for honorary membership who is not eligible for either active or retired membership but whose name is submitted for consideration by an active or retired member.
- (b) Consideration for honorary membership will be based upon an individual's past or present contribution and/or active support of and for law enforcement either specifically or in general. Honorary membership shall be granted either upon unanimous vote of the association officers or majority vote of the membership at an association meeting, and shall be for life unless revoked for cause.

### Article III DUES AND FEES

- Sec. 01 DUES AND FEES: (a) The following dues and fees are established for the various memberships and association meetings:
- 1) Active membership-\$50 upon application and annually thereafter at the beginning of each calendar year:
  - 2) Retired membership-continuation of the annual dues required of an active member except that no dues are required of a "Retired-lifetime" member:
  - 3) Associate membership-\$100 upon application and annually thereafter at the beginning of each calendar year for commercial firms which manufacture or sell law-enforcement supplies or equipment. Except for such commercial firms, no dues are required of an associate member:
  - 4) Honorary membership-no dues are required of an honorary member:
- Commercial fees-\$100 per meeting, except for an associate member in good standing, for any person or firm wishing to display or otherwise advertise their product or service, during and at an association to display or explain a particular product or service to the membership, in meeting.
- Sec. 02 CHANGING DUES AND FEES: Dues and fees established in Sec. 01 of the Article may be modified, added to, or eliminated by a majority vote of the voting membership in attendance at any association meeting which has a quorum and such change is effective at the next applicable time of collection. The association's secretary shall advise all members of such change as soon as is practical after the meeting wherein such change was made.

Article IV  
REVOCATION OR CANCELLATION OF MEMBERSHIP

- Sec. 01 CANCELLATION: (a) Any time of membership which requires dues is automatically cancelled when payment or acceptable reason for non-payment of those required dues is not received within sixty (60) days after notification of their being due and payable.
- (b) Any type of membership requiring certain criteria for eligibility is automatically cancelled when that eligibility no longer exists.
- Sec. 02 REVOCATION: (a) Any type of membership may be revoked upon a showing of cause by any member and a majority vote for revocation by the membership in attendance at an association meeting with a quorum. Any discussion for such revocation shall be in executive session.
- (b) Any type of membership shall be revoked upon conviction of the member of a crime involving moral turpitude or which is a felony.
- (c) If membership is granted to an applicant based in whole or in part upon material information provided on an application, the membership shall be revoked upon a showing that such information was false.
- Sec. 03 NOTIFICATION: Upon cancellation or revocation of a membership, the secretary shall notify the member in writing of such action and the reason for the action.

Article V  
MEETINGS

- Sec. 01 REGULAR MEETING: The association shall not have less than one (1) regular meeting annually. The dates and location shall be established by the voting membership at any prior meeting.
- Sec. 02 SPECIAL MEETING: The association may have any number of special meetings annually. The dates and location shall be established by the president.
- Sec. 03 MEETING NOTICE: All regular meetings and if possible special meetings shall be announced in advance to the entire membership by either the president directly or through the secretary.
- Sec. 04 QUORUM: A quorum of the association at any meeting for the purpose of conducting business shall consist of not less than two (2) of the officers plus a minimum of six (6) voting members of the association.
- Sec. 05 RULES OF ORDER: Questions of order and procedure at any meeting shall be governed by Roberts Rules of Order, revised edition.
- Sec.06 EXECUTIVE SESSION: (a) An executive session may be called for by an officer or voting member of the association at any meeting, and upon an affirmative vote of a

majority of those voting members present at a meeting the executive session shall be convened.

- (b) An executive session may be called for the purpose of discussing the background of personally of any person or for any other reason deemed appropriate by the vote of the membership.
- (c) The discussion in an executive session is the business of the association and shall not be discussed outside the session.
- (d) Only active or retired members in good standing may attend an executive session, all others shall be excluded. If the session is called to discuss a member, that member may be excluded except for purposes of answering questions or remain at the invitation of an officer in attendance at the executive session.
- (e) Any action requiring a vote of the membership may not be done in executive session but shall be done in open meeting.

#### Article VI RIGHTS OF MEMBERSHIP

- Sec. 01 VOTING RIGHTS: Only active or retired members in good standing shall be allowed to bring motions or to vote in business matters of the association.
- Sec. 02 VOICE RIGHTS: Any member in good standing shall have the right of addressing the membership in open meeting and to participate in any discussion on the floor.
- Sec. 03 ATTENDANCE RIGHTS: Only members in good standing shall have the right of attendance at any association meeting. All others shall be excluded except upon invitation by an association officer in attendance at the meeting and then only if there is no objection from the floor. This section does not preclude the attendance of any non-member who is on the agenda of that meeting.
- Sec. 04 RIGHT TO HOLD OFFICE: Only active members in good standing may be nominated or elected to an association office.

#### Article VII NOMINATION AND ELECTION OF ASSOCIATION OFFICERS

- Sec. 01 NUMBER AND TERM OF OFFICERS: (a) The officers of the association shall consist of seven (7) persons elected by a majority of the voting members in attendance at an association meeting with a quorum. The titles of those officers are as follows:
  - 1) President
  - 2) Vice-President
  - 3) Secretary
  - 4) Treasurer

5) Executive Board Member-three

(b) The tem of each officer shall be twenty-four (24) consecutive months or until the next meeting after twenty-four (24) consecutive months in office at which new officers can be elected.

- Sec. 02 NOMINATION OF OFFICERS: Officers shall be elected both from the names of those active members in good standing submitted by a nominating committee selected by the president and those active members nominated from the floor.
- Sec. 03 ELECTION OF OFFICERS: Officers shall be elected by a majority vote of those voting members in attendance at an association meeting with a quorum.
- Sec. 04 RETENTION OF OFFICE: A member elected to an association office may retain that office only so long as he remains an active member in good standing.
- Sec. 05 FILLING UNEXPIRED OFFICE TERM: (a) If an office, other than an executive board position, should become vacant for any reason prior to the expiration of that office's term, the remainder of that term shall be filled by the current officers moving up one position thereby leaving the vacant position in the executive board. The member of the executive board who assumes the office of the treasurer shall be selected by the three members of the board itself.
- (b) The president, with the advice of the remaining executive board members, may appoint a qualified member to serve the unexpired term of an executive board member.

Article VIII  
DUTIES OF OFFICE

- Sec 01 PRESIDENT: It is the duty of the president to preside at all association meetings and to do all things required or allowed of the president by these by-laws. The president is also the executive director of the association and may do all things necessary and proper in the conduct of the association business and to carry out the objectives as provided by these by-laws.
- Sec. 02 VICE-PRESIDENT: In the absence of the president, it is the duty of the vice president to perform the duties of the president. The vice president shall also perform any other reasonable duty assigned by the president.
- Sec. 03 SECRETARY: It is the duty of the secretary to keep the minutes of each association meeting. The secretary shall also keep an accurate and up-to-date roll of the membership and each members standing. In addition the secretary shall send all dues notices to members, notices of cancellations and revocations of membership, and is responsible for retention of all correspondence to the association. The secretary shall also perform such other reasonable duties as may be directed by the president.
- Sec. 04 TREASURER: It is the duty of the treasurer to keep an accurate and up-to-date account of the association monies. The account shall accurately reflect all income and disbursements and the current balance of association funds. All disbursements

shall be supported by receipt. The treasurer shall also perform such other reasonable duties as may be directed by the president.

- Sec. 05 EXECUTIVE BOARD MEMBERS: It is the duty of the board members to approve or deny such action of the president which requires membership vote and as may be necessary for the association, when it is not practical or possible to convene a meeting of the association or otherwise poll the membership.

Article IX  
CONDUCTING ASSOCIATION BUSINESS

- Sec. 01 EXPENDITURE OF FUNDS: (a) All funds shall be distributed by check issued and signed by the treasurer except funds held in petty cash by the secretary and/or president. All funds disbursement shall be supported by receipt.

- (b) The president and/or secretary shall have a petty cash fund of not more than \$200.00 for payment of incidental and necessary expenses to conduct the association business. The petty cash fund shall be set up and reimbursed from time to time by check issued by the treasurer. Funds expended out of petty cash shall be supported by receipt.
- (c) Bills received by the association shall be approved by the President before payment, unless the bill is for an expenditure approved by the membership in meeting.

- Sec. 02 COLLECTION AND DEPOSIT OF FUNDS: (a) The individual source and purpose of all funds collected shall be identified by the treasurer in the association account books.

- (b) All funds collected by the association shall be deposited directly into to bank account of the association by the treasurer.
- (c) The association's account shall be at any bank in the city of the member holding the office of treasurer.

- Sec. 03 OFFICIAL ASSOCIATIONS STATEMENTS OR DEPOSITS:

- (a) All official statements of the association shall be made or issued by the president, or by the secretary at the president's direction.
- (b) As the executive director of the association the president has the power to issue official statements for the association in any matter of interest to the association and to appear before any committee or group, private or public and speak in behalf of the association and within the states objectives of the association.
- (c) Such statements by the president may, but need not receive prior approval by the membership or executive board, but if not approved prior to the statement are subject to retraction and/or restatement by the president should a two-thirds (2/3) majority of those in attendance at an association meeting so decide.

- (d) In matters of association endorsement of or opposition to any issue of interest to the association, an official association position may be taken and stated by the president only after diligent inquiry both within and outside the association and based upon articulated reasons in writing or stated in open meeting, and then only after a vote of the majority of the voting membership present at a meeting with a quorum or by a majority vote of the executive board at a time when a meeting is impractical.
- (e) The president shall report to the membership at the next meeting concerning any such official statements, positions or endorsements so made.

Article X  
GENERAL PROVISIONS

COMMITTEES: The president may appoint committees as he deems necessary to promote or conduct the association business or functions.

COMPENSATION: Association officers shall serve without remuneration. However necessary and reasonable out-of-pocket expenses in behalf of the association may be reimbursed upon presentation to the treasurer of a paid receipt.

BY -LAW AMENDMENTS: (a) Except as provided in Article III. Sections 02, those by-laws may be changed or amended upon the suggestion of any active or retired member in good standing who presents the suggested change or amendment in writing to the membership during or before an association meeting and upon a two-third (2/3) affirmative vote of the voting membership in attendance at a meeting.

- (b) Upon adoption of such change or amendment, the secretary shall provide same to the entire voting membership.
- (c) Amendments or changes to these by-laws, which effect the status of membership, shall not have retroactive effect on any member in good standing at the time such amendment or change is adopted and so long as the member remains in good standing.

Sec. 04 DEFINITIONS: The following words or phrases when used in the by-laws have the definition ascribed in this section unless the context clearly requires otherwise:

- 1) CRIMINAL JUSTICE SYSTEM AGENCY means any agency of any Federal, State, Borough, Municipal, Provincial or Village government which is primarily responsible for criminal justice duties involving policing or law enforcement, prosecution, judicial, corrections or security.
- 2) LAW ENFORCEMENT SERVICE means service with a recognized law-enforcement agency as defined herein:
- 3) RECOGNIZED LAW-ENFORCEMENT AGENCY means any of the following agencies which have law-enforcement responsibilities in or for the State of Alaska or in or for local government in the State of Alaska: A police department, the enforcement and criminal investigative divisions

within the Department of Public Safety, the Division of Corrections for the State, or any U.S. Government enforcement or investigative or security agency;

- 4) RETIREMENT means voluntary and honorable separation for any reason wherein the member receives or is eligible to receive pension from or through the agency or government by which he was employed. Retirement does not include expiration of a term office as an elected official.

Adopted November 7, 1985, at the annual  
Association meeting in Anchorage, Alaska.  
Updated January, 1990.