

UTAH CHIEFS OF POLICE ASSOCIATION BYLAWS

Revised and approved by General Membership March 22, 2021 at St. George, Utah

ARTICLE I PURPOSES AND FUNCTIONS

Section I—Name

This organization shall be known as the Utah Chiefs of Police Association.

Section II—Purpose:

The purpose of this organization is to further the professional advancement of law enforcement; to ensure and maintain greater protection of life and property; to promote and maintain a close bond of friendship and understanding among chiefs of police departments in the State of Utah; to promote policy; to provide a medium of exchange for information and ideas between police chiefs and to advocate or oppose legislation affecting law enforcement. To accomplish this purpose, the Association shall:

- (a) provide for the assembly of chief officers to discuss ways and means for the betterment of law enforcement;
- (b) serve as a recognized organization in Utah for the collection and exchange of ideas, information, knowledge and experience in law enforcement through effective networking;
- (c) review legislative developments in the Utah legislature and react to those affecting law enforcement, in a non-partisan, coordinated and professional manner;
- (d) develop legislation appropriate to the purposes and goals of the Utah Chiefs of Police Association as directed by the Board of Directors, identify supportive legislation, and take steps necessary for successful introduction and passage;
- (e) serve as a member state association within the International Association of Chiefs of Police.

Section III—Political Affiliation

The Association shall not be used directly or indirectly for the dissemination of partisan principles or for the promotion or candidacy of any person seeking public office or preference.

Section IV—Other Organizations

Upon application and approval by the Board of Directors and a favorable vote by the general membership at a regular meeting of the Association, other organizations may become subsidiary to the Utah Chiefs of Police Association. Such organization shall be governed by a separate constitution and bylaws; and the president of the organization or his/her delegated representative acting as a liaison between the two organizations shall be an active or associate dues paying member of the Utah Chiefs of Police Association.

ARTICLE II MEMBERSHIP

Section I—Active Membership

Active members shall be entitled to all privileges and benefits provided by the Association and all elective officers shall be selected from this category. Active members are the only voting members of the Association. Those eligible for active membership shall be as follows:

- (a) The chief of a municipal police department or chief law enforcement officer of a municipal public safety organization within the State of Utah; a chief of a Utah institution of higher education police department; a chief of a Utah school district police department; the chief of the Utah Transit Authority; the chief of the Salt Lake Airport Police.

Section II—Executive Membership

Executive membership shall include any commissioner, director, chief or superintendent of a non-municipal agency. Executive members shall be entitled to participate in the Association, except that they are not eligible to hold elective office, serve on the Board of Directors, or have voting privileges.

Section III—Associate Membership

Associate members shall be individuals who work in allied fields of law enforcement and who are interested in the goals and objectives of the Association, and are not identified with security protection commercially. Associate members shall be entitled to participate in the Association, except that they are not eligible to hold elective office, serve on the Board of Directors, or have voting privileges. Associate members shall be endorsed by an Active member of the Association in good standing. Associate members may be appointed by the President to represent the Association on boards, commissions and committees. Associate members may include:

- (a) law enforcement personnel other than those who qualify for active membership;
- (b) retired chiefs, past chiefs or officers who continue their membership as long as they keep their dues current;

Section IV—Sustaining Membership

Sustaining members are those individuals who support the goals and objectives of law enforcement and the Association. Sustaining members may include:

- (a) professors, instructors and technical staff members of accredited colleges, universities, and/or academies, engaged in teaching or researching in the field of criminal justice science and/or administration;
- (b) persons who have made a significant contribution to law enforcement and related emergency services;

- (c) individual members of any section or organization affiliated with the Association;
- (d) individuals or entities engaged in providing non-commercial support or service to police departments;
- (e) the president or the delegated representative of any approved subsidiary organization.

Sustaining members shall be required to pay annual dues. Sustaining members shall be entitled to participate in the Association, except that they are not eligible to hold elective office, serve on the Board of Directors, or have voting privileges.

Section V—Corporate Membership

Corporate membership may be granted to individuals and/or businesses who are donors of funds to the Association for the purpose of advancing, improving and bettering the law enforcement profession; and/or are engaged in the manufacture or sale of emergency equipment, supplies or service; and/or individuals or businesses otherwise interested in the field of law enforcement and supporting the goals and objectives of the Association.

Applications for corporate membership shall be acted upon by the Board of Directors. Corporate members shall be entitled to participate in the Association, except that they are not eligible to hold elective office, serve on the Board of Directors, or have voting privileges. Corporate membership does not require the paying of annual dues.

Section VI—Retired Membership

Retired Membership may be granted to those who were Active members, as defined in the Association Bylaws, and in good standing with the Association at the time of their retirement or resignation, but are not eligible for Life Membership. These individuals must formally request membership and be sponsored by an Active chief within the Association in good standing. Applications will be submitted to the Retired Chiefs Representative for review and referral to the Association Board of Directors for action. Those applicants approved by the Board of Directors will be submitted to the voting membership at the yearly or mid-winter conference.

Section VII—Life Membership

The following members of the Association shall become Life Members upon completing the steps outlined below:

- a. Any person previously granted Life Membership by the Board of Directors prior to March 26, 2014, under rules of the Association then existing; or,
- b. Past Presidents of the Association automatically become Life Members when they move from President to Past President.
- c. Any member who has been an Active Member of the Association for a minimum of twenty (20) years. Each year as a member of the Association Board of Directors shall count for two (2) years toward this qualification.
- d. Applicants for Life Membership must formally request membership, except for the President of the Association. Applicants will be submitted to the Retired Chiefs Representative for review and referral to the Association Board of Directors for action.
- e. Life Member applicants who are not Past Presidents must be approved by the

Board of Directors and sustained by the voting membership at the yearly or mid-winter conference.

Section VIII—Surviving Spouses

Surviving spouses of a deceased Active member who served in good standing may be nominated by any member of the Association and voted upon by the Association Board of Directors. Once voted membership, he/she shall be lifetime, non-dues paying members, entitled to all benefits of the Association pertaining to Retired or Lifetime Memberships except they may not be eligible to vote or hold office either appointed or elected.

Section IX—Benefits

Retired, retired Lifetime and Surviving Spouse Memberships shall be entitled to the following benefits:

- a. No dues or fees for participation within the Association
- b. No registration fee for the annual or mid-winter conferences
- c. Full right of participation in all activities, meetings, legislative activities, and conference training and activities sponsored by the Association
- d. 20% off on all extracurricular activities associated with conferences, i.e. golf, fun runs, etc.
- e. Membership card from the Association stating membership status to include date of induction and other information as so designated by the Association of the Board of Directors.
- f.

Section X—Honorary Membership

An honorary membership may be granted to any person or organization that has made a significant contribution to the Association upon a recommendation by the Board of Directors. Honorary members shall not be required to pay dues and shall not be eligible to hold elective office or vote.

Section XI—Dues

Annual dues for all classes of membership shall be due and payable as established by the Board of Directors. The amount of dues will be established by the Board of Directors and ratified by a majority vote of the general membership.

Section XII—Membership Termination

- A. When an Active, Executive, Associate, or Sustaining member is in default of dues as described in these bylaws, he/she ceases to be entitled to any benefits of, or participation in, the Association until such dues are paid.
- B. Any member may resign from the Association by submitting a written resignation to the Secretary. Such resignation shall be effective as of the date received by the Association. Association dues are nonrefundable.
- C. Members of any classification may be removed from membership for cause by a two thirds vote of the Board of Directors. For any cause, other than non- payment of dues, removal shall occur only after the member against whomever the complaint was made, has been advised of the complaint and

has been given reasonable opportunity for defense; and such member, if removed, may appeal the decision of the Board of Directors at the next general meeting of the Association, providing that notice of intent to appeal is submitted to the Association President at least ten (10) days in advance of the meeting. The Board of Directors shall be empowered to order suspension of any member upon receipt of a report of misconduct. The complainant and the member shall be notified of the final action taken by the membership of the Association.

ARTICLE III ASSOCIATION OFFICERS

Section I—Officers

Officers of the Association shall be Active members in good standing. The officers of the Association shall consist of President, Region 1 Vice President, Region 2 Vice President, Region 3 Vice President, Secretary, Treasurer, Sergeant at Arms, Immediate Past President and SACOP representative.

Section II—Elections

A. Officers shall be nominated and elected at the annual meeting of the membership for the terms of office indicated below. A simple majority vote of active members present at the annual meeting will be required to elect officers.

B. Newly elected officers will take office at the close of the applicable annual meeting and remain in office for the terms indicated below:

Executive Director	Appointed
Assistant Executive Director	Appointed
President	2 Years
Region Vice Presidents	2 Years
Secretary	2 Years
Treasurer	2 Years
Sergeant-at-Arms	2 Years
Immediate Past President	2 Years
SACOP Representative	4 Years

C. Regional Vice Presidents:

1. Region 1 Vice President shall be elected by the general membership from police agencies within the counties of: Beaver, Piute, Wayne, Iron, Garfield, Washington, Kane, or San Juan.
2. Region 2 Vice President shall be elected by the general membership from police agencies within the counties of: Juab, Millard, Carbon, Daggett, Duchesne, Emery, Grand, Sanpete, Sevier, Summit, Uintah, Utah or Wasatch.
3. Region 3 Vice President shall be elected by the general membership from police agencies within the counties of: Box Elder, Cache, Davis, Morgan, Rich, Tooele, Salt Lake or Weber.

Section III—Governing Board of Directors

The affairs of the Association shall be managed by the Board of Directors. The number of Association board members shall be nine (9). Each board member shall hold office during his/her tenure as an officer of the Association. The Board of Directors shall consist of the President, Region 1 Vice President, Region 2 Vice President, Region 3 Vice President, Secretary, Treasurer, Sergeant at Arms, the Immediate Past President, and the SACOP Representative.

The Board of Directors may make motions and adopt resolutions for the

regulation and management of the affairs of the Association not inconsistent with the laws of the State of Utah, and these By Laws, including the appointment of an Executive Director.

The Executive Director, Retired Chiefs Representative and the Judge Advocate shall also be members of the Board of Directors, but shall not have voting privileges.

Section IV—Vacancies and Resignations

In the event of a vacancy occurring in the office of the President, the Board of Directors shall appoint his/her successor from the Board of Directors to serve until the next general meeting.

In the event of a vacancy occurring in any other office, an acting officer shall immediately be appointed by the President and, upon approval of the Board of Directors, shall serve for the remainder of the term.

Section V—Removal of Officers

Any officer shall be removed from office for the following reasons:

- (a) conviction of a felony, or
- (b) malfeasance in office, or
- (c) no longer qualified as an active member of the Association

Provided, however, that such removal shall not be effective unless and until the evidence has been reviewed and a determination made by the Board of Directors; and provided further, that the Board of Directors shall meet within 60 days of the date of filing any charges made upon an officer to deliberate the issue, declare its findings, and take necessary action. It shall require a majority vote of the Board of Directors to remove an officer.

ARTICLE IV
DUTIES OF BOARD OFFICERS

Section I—Duties of the Board of Directors

The duties of the Board of Directors shall be:

President:

It shall be the duty of the President to:

- (a) be the official representative and spokesperson for the Association;
- (b) preside at meetings of the Association and meetings of the Board of Directors;
- (c) appoint all committees, including those not otherwise provided for in the Bylaws;
- (d) perform such duties as are prescribed by the Board of Directors;
- (e) ensure the Board review bank reconciliations and financial statements;
- (f) be one of three executive officers authorized to sign checks and be granted access to bank and credit accounts.

Regional Vice Presidents:

It shall be the duty of Regional Vice Presidents to:

- (a) assist the President in fulfilling his/her duties;
- (b) if appointed by the Board of Directors, assume the duties of the President in the absence or inability of the President to perform all the duties of that office.

Secretary:

It shall be the duty of the Secretary to:

- (a) keep a complete and accurate record of all the proceedings of the Association;
- (b) receive and answer communications pertaining to the Association.

Treasurer:

It shall be the duty of the Treasurer to:

- (a) attend all scheduled meetings and actively seek to maintain current knowledge of the organization, its programs, bylaws and articles of incorporation;
- (b) have knowledge of nonprofit accounting practices, nonprofit tax laws and fiscal record-keeping;
- (c) have full knowledge of all organization holdings and assets;
- (d) review monthly account records and monitor income and expenditures;
- (e) review financial reports from organization staff or directly prepare such reports if the organization has no administrative staff;
- (f) prepares reports to the board detailing income,

- expenditures, and asset values; presents a financial report at each board meeting; prepares and presents the annual financial and audit report to the board;
- (g) prepares special financial reports addressing proposed plans for large expenditures;
- (h) be one of the three executive officers authorized to sign checks and be granted access to bank and credit accounts.

Assistant to the Executive Director/Assistant Treasurer

- (a) provide assistance in duties as directed to include but not limited to legislative issues, conference related matters, association accreditation, financial record-keeping, specific meetings as directed, research and any other assignment as deemed appropriate by the Director, President, Treasurer, or the Executive Board;
- (b) assists the Treasurer, subject to the order of the Board of Directors;
- (c) shall have care and custody of the money, funds, valuable papers, and documents of the Association and shall have and exercise, under the supervision of the Board of Directors, all the powers and duties commonly incident to such office;
- (d) shall deposit all funds of the association in such bank or banks as the Board of Directors shall designate;
- (e) may endorse for deposit or collection all checks and notes payable to the Association or to its order, may accept draft and cash on behalf of the Association;
- (f) shall keep accurate books of accounts of the Association's transactions which are the property of the Association and shall be subject at all times to the inspection and control of the Board of Directors;
- (g) for accounting purposes the Assistant to the Executive Director shall be under the direct supervision of the Executive Director and Treasurer.

Sergeant at Arms:

It shall be the duty of the Sergeant at Arms to:

- (a) provide/ensure security for all meetings and events of the Association;
- (b) conduct elections at the yearly general assembly of the Association;
- (c) complete other duties as assigned by the President.

SACOP Representative:

It shall be the duty of the SACOP Representative to:

- (a) represent the Association on a state level with the International Association of Chiefs of Police;
- (b) report to and inform the Board of Directors and General Body of the Association on law enforcement activities, and legislative actions at the national level.

Executive Director:

It shall be the duty of the Executive Director to:

- (a) serve as a liaison between the Association and state agencies, other related organizations and associations;
- (b) attend all meetings and conferences pertinent to the position;
- (c) monitor activity and legislation related to law enforcement and report the same to the Board of Directors;
- (d) recommend necessary action on issues to the Board of Directors;
- (e) administer and direct activities of the Association Accreditation program;
- (f) develop sources of funding and sponsorships for the Association;
- (g) perform other duties as assigned;
- (h) be one of three executive officers authorized to sign checks and be granted access to bank and credit accounts.

ARTICLE V
ELECTIONS OF ASSOCIATION OFFICERS

Section I—Nominations and Declared Candidacy

- A. At the annual meeting of the Association, the voting members of the Association shall elect to office all officers through an open election process.
- B. The President, Region 3 Vice President, Treasurer, and Sergeant at Arms shall be elected in odd years.
- C. The Region 1 and Region 2 Vice Presidents and Secretary, shall be elected in even years.
- D. An active member who wishes to run for office shall declare his/her candidacy in a letter to the Board of Directors, through the Sergeant at Arms, prior to the annual meeting.
- E. Voting members of the Association may also nominate members from the floor subject to the nominated member accepting the nomination
- F. The Sergeant at Arms of the Association shall notify the membership of the nominated candidates and shall prepare a paper ballot for use at the Annual meeting of the Association.

Section II—Conduct of Elections

- A. The election of officers shall be during the business meeting of the annual (spring) meeting. The President shall serve as the presiding officer for the elections and shall read aloud the names of the declared and nominated candidates.
- B. Following this reading, the presiding officer shall then call for any nominations from the floor for elective offices.
- C. Nominations shall require the nominee's concurrence in writing or verbal concurrence, if nominated from the floor.
- D. After calling for further nominations, the presiding officer shall entertain a motion to close the nomination process, and following such concurrence by the voting members, shall declare the nominations closed.
- E. Any nominee who desires to withdraw his/her name may do so at the time of nomination but shall not make any address or request his/her sponsor(s) to support any other candidate.
- F. Only one nominating speech or statement of endorsement shall be permitted by, or for, each candidate. Such speech shall not exceed three minutes
- G. For any office where there is only one candidate, the presiding officer, representing the assembled membership, shall cast a unanimous ballot for such candidate and shall thereupon declare the candidate elected
- H. For all offices where there are two or more nominated candidates, the election shall be conducted by paper ballot
- I. Candidates receiving the highest number of votes shall be elected. In the event of a tie vote, the voting on the second ballot shall be confined to the tied nominees. In the event of a second tie vote, the voting on the third ballot shall be limited to the members of the Board of Directors who are present and voting.

Section III—Installation of Officers

- A. New officers shall take office immediately following the annual spring meeting.
- B. The installation of officers shall take place at the conclusion of the annual Spring meeting and officers shall swear to the following oath of office:

“I (name) do solemnly swear (or affirm) that I will support, obey and defend the Constitution of the United States and Constitution of the State of Utah, and that I will discharge the duties of my office with fidelity, in accordance with all laws, as well as the policies and procedures of the Utah Chiefs of Police Association.”

ARTICLE VI MEETINGS

Section I—Meetings

The Board of Directors shall establish the date, time and place of the Annual Conference of the Association and shall notify all members at least 30 days prior to the date of the conference.

Section II—Special Meetings

The date, time and location of regular board meetings shall be determined by the President in consultation with the Board of Directors. Additionally, the President shall call a special meeting of the Board of Directors when so requested by a majority of the Board of Directors, or whenever the President determines it necessary. Except for urgent situations, the President shall give at least five (5) days notification and the reason for the special meeting.

Section III—Expenses

The budget of the Association for the following year shall be submitted to the membership in the spring business meeting. Expenses for all regular and special meetings herein authorized shall be determined by the Board of Directors.

Section IV—Obligating the Association

No officer or member of the Association shall incur any expenses in the name of the Association without the approval of the Board of Directors except that, in case of an emergency, the President is empowered to authorize the expenditure sufficient funds with approval of the majority of the Board of Directors to meet the emergency.

The Executive Director may expend funds for normal operating expenses of the Association without specific prior approval.

The monthly financial report will be reviewed and approved by the Executive Board every scheduled monthly meeting.

The following expenses are hereby authorized by the Executive Board of Directors for continued operation of the Association.

- a. Executive Director, Assistant Executive Director
 - i. The Executive and Assistant Executive Director shall be paid a salary commensurate to the position and hours, based on evaluation of other state associations and general accepted compensation.
- b. Evaluations
 - i. Evaluations of all appointed positions, ie; Executive Director, Assistant to the Executive Director, Judge Advocate and others as so constituted shall be performed in January of each year in a closed executive meeting. Upon completion of the evaluation and with favorable

recommendations from the Executive Board, an increase commensurate with the Executive Board discretion shall apply in salary (for salaried employees) and may be approved based on Association financial status and with recommendation of the Treasurer of the Association to the Board of Directors.

c. Credit Cards

- i. Credit cards shall be issued to the Executive Director, Treasurer, and Assistant to the Executive Director.
- ii. Authorized amounts on the cards will be approved by the Executive Board of the Association.
- iii. Credit card expenses may be incurred within the limits of the approved card amounts for business of the Association.

d. Travel

- i. The President of the Association may have expenses to the I.A.C.P. conference and S.A.C.O.P. meetings paid by the Association upon approval by the Executive Board of the association.
 - ii. The Executive Director of the Association shall have all mileage, per diem, and travel expenses as related to Association business paid by the association to include but not limited to the I.A.C.P. conference, SACOP related meetings, AccredNet meetings, and any other deemed essential to Association business by the Board of Directors.
 - iii. The Assistant to the Director shall have all mileage, per diem, and travel expenses as related to Association business paid by the Association. Travel to I.A.C.P., SACOP, or other meetings outside the State will have prior approval of the Executive Director and Executive Board of the Association.
 - iv. The SACOP Representative of the Association shall have all expenses related to SACOP business paid by the Association. This specifically includes pre or post-I.A.C.P. meetings and mid-year meetings.
 - v. The Sergeant-of-Arms may have expenses for lodging paid for one (1) assistant to assist in the annual conference of the Association not to exceed three (3) days.
- e. Travel and per-diem shall be determined by State rate based on Utah Division of Fleet Operations or U.S. General Services Administration (GSA).

Section V—Fund Raising

The Board of Directors may authorize the development of projects and plans for raising funds for the Association.

**ARTICLE VII
RULES OF ORDER**

Section I:

The latest published edition of Robert's Rules of Order shall govern the conduct of this organization, except when they may be inconsistent with the Bylaws.

Section II:

Any part of the Bylaws that are in conflict with any Federal, State, County, or City law or regulation shall be null and void. Any portion ruled null and void shall not affect the remainder of the Bylaws.

Section III:

A simple majority of voting members shall constitute a quorum for the transaction of business at all meetings of the Board of Directors

ARTICLE VIII BYLAWS

Section I—Dues

Dues for all members are due and payable on July 1st of each year in the amount of the Association's latest agreed upon schedule. The dues assessment will be reviewed by the general membership at the regular spring meeting each year, and a vote taken to either adjust or maintain the dues for the following year.

Section II:

Any members in arrears after December 31st of the calendar year shall, after due notice of such arrears; have his/her name removed from the membership roll. Section III:

After a member has been dropped from the membership roll for nonpayment of dues, that member may be reinstated after paying the current year's dues.

Section IV:

All members shall be subject to all rules and regulations of the Utah Chiefs of Police Association

Section V:

- A. The Executive Director will be extended an honorary life membership.
- B. Any associate member who has been a dues paying member for ten (10) years or more, and retires from law enforcement may be extended an honorary life membership upon the vote of the membership attending a regularly scheduled meeting of the Association.

Section VI—Subsidiary Organizations

- A. The Utah Chiefs of Police Association may determine the course of any meeting of any subsidiary organization and assign topics for discussion. Minutes of such meeting shall be forwarded to the Secretary of the Association as soon as practical after said meeting. A member of the Board of Directors of any approved subsidiary organization shall attend the regularly scheduled general meeting of the Utah Chiefs of Police Association.
- B. A copy of the Constitution or Bylaws of any proposed subsidiary association shall be adopted for reference by the Utah Chiefs of Police Association.
- C. Persons eligible for membership under these sections, except the delegated representative, shall not be required to pay annual dues to the Utah Chiefs of Police Association, but shall be subject to any special assessments deemed necessary for the general membership of the Association. Members eligible under this section shall not engage themselves in any activity that can be judged adverse to the Utah Chiefs of Police Association.

ARTICLE IX COMMITTEES

Section I:

- A. The President shall be an ex-officio member of all committees. The President may name such additional representatives as he/she may deem necessary from time to time, which will end with his/her term of office.
- B. The President may appoint committees to perform duties or special assignments, as determined by the President and/or the Board of Directors.
- C. The President may name additional committees at any time to perform special functions. Such committees shall be dissolved when their tasks have been completed. The President shall appoint an active member of the Association to serve as the chairperson for each additional committee.
- D. Each committee chairperson shall be responsible for submitting a report of activities for presentation at Association Board and general meetings, as directed by the President.

Section II:

Each representative shall be required to submit a report of activities in the designated area at each Association meeting, when appropriate.

ARTICLE X AMENDMENTS

Section I:

These Bylaws may be amended upon recommendation of the Board of Directors with the approval of a majority of the membership present at any regular meeting, or by presentation of resolution by any active member stating in detail the proposed amendment and adoption of the resolution by a majority of the membership present at any regular meeting.

All amendments, alterations, or revisions shall take effect immediately upon adoption by the membership unless otherwise approved by the membership and mandated by that approval by the Executive Board.

