

# Idaho Police Canine Association

By laws revised 2011

## Article 1

### Purpose

- ▣ To unite in a common cause, all law enforcement agencies utilizing the services of the canine as a police tool.
- ▣ To promote friendship and brotherhood between all those interested in the training and the use of canine in police work.
- ▣ To coordinate the exchange of training and utilization techniques of police dog teams.
- ▣ To improve the image of the working police dog among the populace in general through improved public services in the prevention and detection of crimes.
- ▣ To aid and assist those law enforcement agencies making application for information concerning the establishment of a canine program within their respective agencies.
- ▣ To have a skilled body available and open for consultation by a government agency.
- ▣ To coordinate the plans for and execute police canine training.
- ▣ To coordinate the plans for and execute certification testing of police dog teams.
- ▣ To pass proposals, resolutions, amendments, etc., submitted by an executive board, for the good of the association.

## Article 2

RESERVED

## Article 3

### Section 1

- ▣ Regular membership in the association shall be open to any active, full-time commissioned law enforcement officer, either state, county, municipal, active military, or correction officer, and federal law enforcement personnel who have a K-9 assignment in the state of Idaho.

### Section 2

- ▣ Associate members in this association shall be open to any reserve commissioned law enforcement officer in the State of Idaho or active, full-time state, county, municipal, military, correction officer, and federal law enforcement personnel who have a K-9 assignment within

the United States of America but outside of Idaho. This will also include membership of any previous handler, previous supervisor or current supervisor, or person associate with K-9 training or any person approved by the board for membership privileges.

- ☐ Associate members may hold any elected office in this association and shall have voting privileges

#### Section 3-5 Reserved

#### Section 6

- ☐ Any member may be dropped from the association for non-payment of dues, upon final conviction of any criminal charge, for the acts that might discredit the association, or upon being found to be using the association of its name for personal profit or gain. Upon notification in writing by at least two regular members in good standing or any theses circumstances, an investigation by, and a majority vote of, the Executive Board will be required for dismissal.

#### Section 7

Any new person submitted for membership shall be made known to all members at the next regular meeting. Any member, who has objections, shall make such objections known at the time such person is submitted for membership. Objections must then be submitted to the Executive Board in writing. The application will be tabled pending receipt of the objections in writing the Executive Board, which will investigate and make recommendations to the members within 45 days.

#### Section 8

- ☐ All applications for membership shall be in writing upon forms furnished for that purpose, and signed by the applicant and accompanied by the prescribed fee.

#### Section 9

- ☐ An applicant having been approved for membership by the Executive Board, shall be notified and may present himself at the next regular meeting and prescribe to following pledge: I (member's name) do hear-by, of my own free will, pledge upon by honor, to support the constitution and bylaws of the Idaho Police Canine Association; that I will obey the resolution adopted not incompatible with my oath as a law enforcement officer; And I furthermore promise that I will forward and defend the interests of the association by all honorable means within my power.
- ☐ A membership card and copy of the constitutions and bylaws may be presented to the new member.

## Article 4

### Section 1-3

- ▣ Membership Dues:
- ▣ Annual membership dues of the association shall be \$50.00 per K-9 team. If an agency has three or more K-9 teams then dues are \$150.00.
- ▣ Annual associated membership dues are \$20.00 per year per member.
- ▣ Yearly dues shall be due January 1<sup>st</sup> of each year, and any member who has not paid his dues by February 15<sup>th</sup>, of the same year shall be subject to dismissal.
- ▣ There will be no exemption of dues given, unless otherwise voted on by general membership.
- ▣ All members are required to pay the current yearly dues and complete membership form for every member.

### Section 4

- ▣ Any member dismissed for non-payment may reapply for membership, and will be assessed a late fee of \$10.00

## Article 5

### Section 1

- ▣ The president shall be known as the chairman and shall be the Chief Executive Officer of this association.
- ▣ He shall presided at all regular and special meetings and enforce a due observance of the laws of the association.
- ▣ He shall decide all questions of order without debate.
- ▣ He shall see that the constitution and bylaws, rules and regulations are obeyed.
- ▣ He shall cast the deciding vote in the case of a tie.
- ▣ He shall familiarize himself with the constitution and bylaws, rules and regulations of the association so as to enable him to decide all questions promptly an impartially.
- ▣ He shall have the power to appoint committees and be a member of said committees. (ex officio)
- ▣ He shall by his signature authenticate all official documents that are authorized by the association.

- ▣ He shall appoint officers pro-tempore in the event of absences.
- ▣ He shall perform other duties as are usually incidental to the office of chairman.
- ▣ He shall also perform the treasure duties .This maintains only one person handling association money.
- ▣ Require quarterly e-mail to general membership of financial records to maintain financial integrity.
- ▣ President will also be required to complete 501C3 forms and file said forms with appropriate agency.

## Section 2

- ▣ Vice-President
- ▣ There shall be a vice president who will actively assist and support the chairman in his duties.
- ▣ In the case of the absence of the president, the vice president shall assume all the duties and responsibilities of that office.
- ▣ In the event of resignation, death or any other reason not covered by another section, the vice president shall assume the position of the president for the remainder of the term.

## Section 3

- ▣ Secretary
- ▣ It shall be the duty of the secretary to keep accurate minutes of the meetings of the Executive Board and general meetings, and record them by approved means.
- ▣ He shall give notice to all members of their appointment on a committee.
- ▣ He shall notify all members of the Executive Board and general membership of all regular and special meetings.
- ▣ He shall conduct all correspondence of the Executive Board.
- ▣ He shall keep a register in which will be entered the name and date of admission of all members, any additional records, documents or forms designated by the Executive Board.
- ▣ Meeting notifications may include e-mail but must require acknowledgement of receipt. E-mails must be kept to be reviewed if necessary. All e-mails from secretary must be forwarded to current president.

#### Section 4

- ▣ All elected positions are to be maintained for a three year term.
- ▣ Members may take back to back terms if voted by general membership.

#### Section 5

- ▣ Executive Board Position
- ▣ There shall be 7 members elected from the regular membership to the Executive Board, one from each of the three regions.
- ▣ Along with these three positions, the Executive board shall consist of the President, Vice-president, Secretary, and another member from any region voted in at the general meeting.
- ▣ Executive Board meetings shall consist of a quorum of at least 50% of the Executive Board Members. In the event a board member is unable to attend a meeting, his vote may be accepted on a specific business. Absentee ballots shall only be accepted at board meeting having quorum. An absent board member may send another in his place with a signed proxy and prior approval by the President.
- ▣ An Executive Board member may vote by e-mail on any agenda item if not able to attend Executive Board Meeting.
- ▣ Executive Board meeting may be held by electronic means if in person meeting is not feasible.
- ▣ Any expenditure or donation over \$500.00 must be approved by Executive Board. If it occurs outside of time frame of State Seminar.
- ▣ If for State Seminar then a cap of \$5000.00 is in place with a \$1000.00 overdraft protection.
- ▣ All monies collected on behalf of the association whether donation or generated revenue must be turned into President no later than 30 days from date of collection.

#### Article 6

##### Section 1

- ▣ Any amendment, addition or deletion to the bylaws may be submitted to the Executive Board provided it is in writing and signed by at least 2 members in good standing.
- ▣ Such proposals shall be sent to the membership and a two thirds vote of attending membership at the General Membership meeting will be necessary for its final adoption.

#### Section 2-4

- ▣ Such proposals for amendments, additions, or deletions shall be forwarded to the Secretary for the Executive Board and presented at the General Membership Meeting.
- ▣ All members of good standing of this association shall be eligible to vote on policy making rules of the association.
- ▣ Regardless, if any amendment, addition or deletion is passed unanimously it shall be null and void if it is in direct conflict with any other section of the bylaws of this association.
- ▣ All purposed changes must be submitted a minimum of 30 days prior to general membership meeting.
- ▣ Purposed changes may be submitted by e-mail or by writing.
- ▣ Purposed changes shall include all supporting documentation at its original submission.

#### Article 8

##### Section 1

- ▣ All members of the Executive Board shall be elected by the plurality of the voting membership of this association.
- ▣ Nominations for the election of President, Vice President, Secretary, and numbered Board Positions can be made verbally at the General Membership meeting or in writing up to one month prior to this meeting.
- ▣ Those regular members who will not be able to attend the General Membership Meeting of a particular election, may request an absentee ballot from the Secretary or may have another Regular member vote in his place with a signed proxy.

##### Section 2-3

- ▣ Installation of the elective officers and Executive Board shall take effect immediately following the voting results.
- ▣ Terms of Office shall run for three years or until the next General Membership Meeting. This time period shall be no less than 9 months and no more than 3 years.
- ▣ Any members of this association shall be eligible to run for elective office on the Executive Board.

##### Section 4-6

- ▣ Any Member of the Association shall be eligible to vote for elective offices on the Executive Board.

- ▣ Recall Elections, any elected officer of the Executive Board may be recalled or replaced for nonfeasance, misfeasance or malfeasance, or if he is no longer in good standing should the Executive Board by a 2/3 vote so decide.
- ▣ Vacancies which occurred in the office of the Executive Board through resignation, death, or other reasons not covered by the preceding section (Recall) shall be filled by the Executive Board and shall be selected by the Chairman.

#### Article 7-8

- ▣ The Executive Board and offices of the association cannot be made up with more than two representatives from any one agency.
- ▣ For the purpose of the Executive Board position, nominations and voting for each regional representative will come from the membership in that region.
- ▣ Those members of the Executive Board, who during their term of office no longer would qualify as a Regular Member because of reassignment, promotion, advancement or other non-disciplinary reason, may serve out his current term, but may not be re-elected unless he becomes again eligible for membership.

#### Article 9

##### Section 1-5

- ▣ Idaho Police Canine Association will recognize and require the same requirements as Idaho POST for Evaluators and K-9 Trainers.
- ▣ At an additional time it is purposed that Idaho Police Canine Association will have additional levels and requirements for trainers. (ie. Intermediate trainer and master trainer) .This would be in addition to any Idaho POST requirements.
- ▣ For the purpose of certification Idaho Police Canine Association will recognize Idaho POST certifications and will not issue any basic certifications.
- ▣ At a later time Idaho Police Canine Association may develop additional certifications for dog teams with a higher standard than Idaho POST requires. (ie. Intermediate Handler, Advance Handler, and Master Handler.)

##### Section 6

- ▣ The trainer's committee will consist of the President and all of the Evaluators and Trainers who are recognized by POST and the Idaho Police K-9 Association and who are regular members of the Association in good standing.
- ▣ The members of the Trainer's Committee are required to attend at least one meeting a year to be established by the Idaho Police Canine Association President.

## Section 7

- ▣ POST regulations require that certification performance standards for each skill category be promulgated by the Idaho Police K-9 Association and approved by POST Council.
- ▣ A majority vote of the membership of the association is required for amendments, additions or deletions to the performance standards promulgated by the Idaho Police K-9 Association.

