

BY-LAWS
OF THE
NORTH CAROLINA LAW ENFORCEMENT TRAINING OFFICERS
ASSOCIATION

Article I

Name and Objectives

1. Name: The official name, until regularly changed by constitutional amendment, shall be:

North Carolina Law Enforcement Training Officers Association

and shall be referred to in these by-laws as the “Association”.

At no time shall any member or non-member of the Association use its name for any endorsement – whether personal or professional – without review and approval of the membership in a general meeting.

2. Objectives: To upgrade the law enforcement profession through the promotion of quality training by:

(A) the exchange of materials, ideas, knowledge, and techniques;

(B) providing input for meaningful training standards throughout the law enforcement agencies in North Carolina;

(C) seeking the enactment of needed legislation, both independently and through active participation in “Law Enforcement Association Presidents” (LEAP) activities, for purposes of enhancing the quality and professionalism of law enforcement, especially in the field of training.

ARTICLE II

Executive Board

1. Objectives: Subject to the directions of the members of this Association, the business and property of the Association shall be managed and controlled by the Executive Board who shall implement the general policy of the Association.
2. Membership: The members of the Executive Board shall be the President, Vice-President, Secretary, Treasurer, Sergeant-At-Arms, three Regional Coordinators, C.J. Commission Representative and the Immediate Past President who shall serve as Chairperson of the Board. In the event the Immediate Past President is not present at a meeting and Executive Board business needs to be conducted, the President will serve as Chairman of the Board for the purpose of conducting the necessary business. All members, except the Commission Representative, shall serve a two-year term and shall be active members of the Association with membership dues maintained in a current status.
3. Quorum: The majority of the Executive Board present shall constitute a quorum for the transaction of any business. No business of the Board shall be transacted without a quorum. Voting by the Executive Committee can be accomplished by electronic communication, if the business needs to be conducted prior to the next scheduled meeting.
4. Meetings: The Board shall meet at least once annually either prior to or immediately following one of the Association's quarterly meetings for purposes of organization and conducting any necessary business. The Board's Chairperson shall be responsible for notification of place, date and time of such meetings to all Board members in advance of the meeting
5. Special Meetings: Special meetings of the Board may be called by the President or the Vice-President and must be called by either of them on the written request of any member of the Board.
6. Resignations: Any member of the Executive Board may resign at any time by giving written notice of such resignation to the Chairperson.
7. Vacancies: Any vacancy on the Board occurring during the two-year period may be filled for the unexpired term by the Board members then serving and by affirmative vote of the majority thereof. Any members so elected shall hold this office until the Association's next regular election.

ARTICLE III

Members and Meetings of Members

1. **Class of Membership**: The membership of the Association shall be classified as “Active” members.

2. **Active Membership**: Applicants for active membership in the Association must meet at least one of the following criteria:

(A) be an instructor certified by the North Carolina Criminal Justice or Sheriffs’ Standards Commission;

(B) be a member/staff member of the North Carolina Criminal Justice or Sheriffs’ Standards Commission;

(C) be an employee of the North Carolina Justice Academy, Department of Community Colleges, or other accredited college or university involved in Criminal Justice training;

(D) be a designated Field Training Officer;

(E) be an “in-service” training officer for a law enforcement agency.

Nothing in these provisions shall be construed to exclude from active membership any person already having the status of active member as of the date of adoption of these bylaws.

3. **Eligibility**: Eligibility of future members shall be determined by the Membership Committee and the Executive Board. The status of a member as of date of adoption of these by-laws will not change.

4. **Rights of Members**: Except as qualified by definitions of membership above, the right of a member to vote and all right, title, and interest in or to the Association shall cease on the termination of membership.

5. **Quarterly Meetings**: The Association shall meet during each calendar year on a quarterly basis at such time and place as determined by the members based on the recommendations of the Meeting/Program Planning Committee. If, during the interval between meetings, it becomes impossible to hold the meeting as previously decided, the President shall determine

the time and place to hold such meetings and shall make appropriate notification of such changes to the Meeting/Program Committee Chairperson.

6. Notice of Meetings: Notice of the dates, times and locations of the quarterly meetings shall be sent by the Chairperson of the Meeting/Program Planning Committee, in writing or electronically, to each person who appears upon the records of the Association as a member.

7. Special Meetings: Special meetings of the members may be called at any time by the President, Vice-President or any two other officers in collaboration and must be called by the President on receipt of a written request of one-third of the membership.

8. Quorum: A quorum will consist of the voting members present at any meeting, and the act of a majority of the members present at any meeting at which there is a quorum shall be the act of the full membership.

9. Voting: All voting members of the Association must show proof of membership in the Association prior to voting on any matters before the full body. Procedures for voting shall be as follows:

(A) General Business of the Association: Upon all questions the vote may be taken verbally, but when one-fifth of the members present demand a roll call vote such vote shall be taken. The Secretary shall call the roll and in any such case the vote of each member shall be entered in the minutes of the Association.

(B) Election of Officers: The election of officers for the Association shall be accomplished through a secret balloting of the membership present based upon the nominees brought before the membership by the Nominating Committee.

(C) Other Secret Ballot: Nothing in these by-laws shall prohibit a vote by secret ballot on any issue before the membership when demanded by one-fifth of those present.

10. Rules of Order: When any question of Parliamentary Law shall arise which is not expressly covered or implied by the by-laws, the presiding officer shall be governed in such decisions by the provisions of the most current edition of "Robert's Rules of Order".

11. Expulsion from the Association: The President shall have the summary power by vote of three-fourths of the total of its membership, voting in secret ballot, to suspend, expel, or terminate the membership of any member for conduct which disturbs the order, dignity, business, or harmony or impairs the good name, popularity or propriety of the Association, or which is likely to endanger the welfare, interest or character of the Association or its

members. Such action shall not be taken unless all members of the Association and the accused have been notified in writing within ten days prior to the meeting, and the accused be entitled to be heard at the meeting, that a member of the Association proposes to move such action, specifying the name of the accused. The proceedings shall be final and absolute.

ARTICLE IV

Finances, Dues and Delinquencies

1. Fiscal Year: The fiscal year of the Association shall commence on September 1 of each year and end on August 31 of each year.
2. Membership Dues: The cost of membership dues for active members shall be voted upon at the annual conference by a two-third majority vote of the members present. Active members may elect to pay dues for a three-year period with one payment at a discounted rate. The cost of dues shall remain the same from year to year in the event that an increase or decrease is not presented to the membership at the annual conference. All dues shall be payable on the first day of September each year.
3. Delinquencies: Members who for whatever reason, become delinquent in the payment of dues shall be subject to the following provisions:
 - (A) No member who is in arrears for non-payment of dues shall be entitled to vote;
 - (B) The name of any member who dues are unpaid as of December 31 of each year shall automatically be dropped from the membership roster;
 - (C) Upon receipt of dues, both past and present, any membership shall be restored upon approval of the Membership Committee.

ARTICLE V

Officers and Committees

1. Constituted Officers: The officers of the Association shall be the President, Vice-President, Secretary, Treasurer, Sergeant-At-Arms, three Regional Coordinators, C.J. Commission representative and the Immediate Past President.

2. **Election, Term of Office and Qualification:** All officers, except the chairperson of the Executive Board, shall be elected by ballot. All elected officers, except the Commission Representative, will serve a term of two years and must be active members of the Association with dues maintained in a current status. Commission Representative covered under Article V, Section 13.

3. **Vacancy:** In case any office of the Association becomes vacant, the President shall recommend to the Executive Board a member to fill such vacancy. Upon approval by the Executive Board, such officer shall serve the unexpired term until the next regular election

4. **President:** The President of the Association shall:

(A) preside at all meetings of the Association and shall have and exercise general charge and supervision of the affairs of the Association;

(B) execute all conveyance, contracts, and other written instruments when approved by the Association, and shall countersign all checks except as may otherwise be authorized by the Association;

(C) at the commencement of the term of office appoint members to standing committees, committee members, and members at large required by the by-laws and such other committees deemed necessary, and shall be an ex-officio member of all committees, except the Nominating Committee, and shall make changes therein when the best interest of the Association will be served thereby. Any vacancy in the membership of any committee shall be filled through an appointment by the President and such appointees shall serve the remainder of the unexpired term;

(D) perform other duties as may be assigned/requested by the Executive Board.

5. **Vice-President:** The Vice-President shall:

(A) at the request of the President or in the absence of the President, perform the duties and possess and exercise the powers of the President;

(B) serve as Chairperson of the Association's Membership Committee and the Meeting/Program Planning Committee.

6. **Secretary:** The Secretary shall:

(A) have charge of such books, documents, and papers as the Executive Board may determine;

(B) attend and keep minutes of meetings of the Association as well as any meetings of the Executive Board;

(C) keep a record containing the names, alphabetically arranged, of all persons who are members of the Association and same shall include their places of residence/business and such records shall be open for inspection as prescribed by law;

(D) sign when necessary and appropriate, with the President or Vice-President, in the name and on behalf of the Association, any contracts or agreements authorized by the Executive Board and the Association;

(E) be present prior to the commencement of each meeting for purpose of assisting the Treasurer in registration of members in attendance;

(F) act as the association's Historian by maintaining documentation of all meetings of this Association, correspondence, lesson plans utilized in the Association conducted training programs, meeting minutes, and formal reports presented to the Association.

(G) perform such other duties as may be assigned by the Executive Board or President.

7. Treasurer: The Treasurer shall:

(A) have custody of all funds, property, and securities of the Association;

(B) when necessary and proper endorse, on behalf of the Association for collection, checks, notes, and other obligations, and shall deposit same to the credit of the Association;

(C) sign all receipts, vouchers, checks, bills of exchange and promissory notes issued by the Association except where other officers or agents of the Association have been so designated by the Executive Board and is the only officer who can receipt monies from any income of the Association;

(D) make such payments as may be necessary and proper on behalf of the Association and shall enter regularly on the books of the Association full and accurate account of all monies and obligations received and paid or incurred by the Association, and shall exhibit such books at all reasonable times to any member;

(E) make provisions for and be present at registration of members prior to the commencement of each meeting for purposes of collecting dues, issuing membership cards, or assuring each member has some proof of good standing in the Association for purposes of voting during the meeting.

(F) report to the membership at each regular meeting the Association's financial status and shall audit the Association's books semi-annually.

8. Sergeant-At-Arms: The Sergeant-At-Arms shall:

(A) maintain order at all meetings;

(B) assist the President in the verification of the standing of members voting and present;

(C) perform other such duties as may be requested by the President or the Executive Board.

9. Regional Coordinators: The Regional Coordinators shall:

(A) represent their regions, as designated in these by-laws, and shall strive to promote all activities of the Association among the membership, encouraging member participation, and including the notification of upcoming meetings, activities, etc., to members in each region;

(B) assume an active role in the recruitment of new members to the Association;

(C) automatically serve as a member of the Meeting/Program Planning Committee and the Nominating Committee.

10. Removal: Any elected officer or chairperson may be removed from office by the affirmative vote of two-thirds of all the members of any regular or special meeting called for that purpose, for any conduct detrimental to the interests of the Association. Any officer or chairperson proposed to be removed shall be entitled to at least fifteen days notice, in writing, of the meeting of the members at which such removal is to be voted upon and shall be entitled to appear before and be heard by the members. This process does not apply to the appointed position of Commission Representative. See Article V, Section 13.

11. Committees: The standing committees of the Association shall be as follows:

Meeting/Program Planning

Membership

Nominating

Meeting/Program Planning Committee – This committee shall be chaired by the Vice-President of the Association and shall be responsible for the planning and coordination of all meetings of the Association to include location, training and social activities, and notification to members of the meetings. In addition to the three Regional Coordinators, three members shall be appointed at large.

Membership Committee – This committee shall be chaired by the Vice-President of the Association. The Committee will review all applications for membership to the Association and make recommendations to the Executive Board regarding denial or acceptance of the applicant(s). Each of the three Regional Coordinators shall automatically be members of this committee with one additional member appointed at large.

Nominating Committee – This committee shall include each of the three Regional Coordinators, one of whom shall be appointed by the President to serve as its Chairperson, and two additional members appointed at large. The committee shall meet during the third quarterly meeting of each election year for purposes of identifying the submitting to the Executive Board a list of nominees for each of the offices to be filled.

Except as specifically provided in these by-laws, the committees shall be appointed by the President and perform such duties as directed by the President and the Executive Board. Nothing shall prohibit the creation of and appointment of members to other committees, by the President, not included in these standing committees.

12. Resolutions: All resolutions to be presented for approval at any regular meeting of the membership shall be submitted to the President and the Chairperson of the Executive Board at least twenty-four hours prior to the meeting.

13. Representative to the Criminal Justice Education and Training Standards Commission: The President, with a majority approval of the Executive Board, shall appoint a law enforcement training officer as a representative to the Criminal Justice Education and Training Standards Commission. The serving Commission Representative is exempt from this vote. The responsibilities of the Commission Representative shall be to:

(A) attend all meetings of the Criminal Justice Education and Training Standards Commission, including meetings of the Education and Training Standards Committee, and

represent the views of the Association, or to have proxy arranged by the appointed deadline.

(B) report to the membership at each regular meeting on matters from the Criminal Justice Education and Training Standards affairs that may be of interest to the membership.

(C) serve as a member of the Executive Board with voting rights, on all matters not pertaining to appointment or removal of the Commission Representative, and attend all Executive Board meetings.

(D) perform other such duties as may be requested by the President of Executive Board.

(E) serve no more than two (2) consecutive three (3) year terms.

The Representative to the Criminal Justice Education and Training Standards Commission may be replaced by a vote of the Executive Board for failure to fulfill the above responsibilities or for other reasons, at their discretion.

ARTICLE VI

1. Regional Coordinators: There shall be elected a Regional Coordinator from each of the three regions listed below who shall perform the duties as specified in these by-laws.

2. Regions: The three geographical regions shall be as follows:

(A) Region I shall include:

Cherokee, Graham, Clay, Swain, Macon, Jackson, Haywood, Transylvania, Henderson, Buncombe, Madison, Yancey, Mitchell, McDowell, Rutherford, Polk, Cleveland, Burke, Avery, Watauga, Ashe, Caldwell, Alleghany, Surry, Wilkes, Yadkin, Alexander, Iredell, Catawba, Lincoln, Gaston, and Davie Counties;

(B) Region II shall include:

Stokes, Forsyth, Davidson, Rowan, Cabarrus, Mecklenburg, Union, Stanly, Anson, Richmond, Montgomery, Randolph, Guilford, Rockingham, Caswell, Person, Alamance, Orange, Chatham, Moore, Scotland, Robeson, Hoke, Cumberland, Harnett, Lee, Johnston, Wake, Durham, Granville, Vance, Warren, Franklin, and Nash Counties;

(C) Region III shall include:

Northhampton, Halifax, Edgecombe, Wilson, Wayne, Sampson, Bladen, Columbus, Brunswick, New Hanover, Pender, Duplin, Onslow, Jones, Lenoir, Greene, Pitt, Martin, Bertie, Herford, Gates, Chowan, Perquimans, Pasquotank, Camden, Currituck, Washington, Tyrrell, Dare, Hyde, Beaufort, Pamlico, Craven, and Carteret Counties.

ARTICLE VII

Amendments

These by-laws may be amended by the vote of two-thirds of the members present at any meeting of the Association provided that written notice and memorandum of such amendment shall have been mailed to each member not later than ten days prior to the commencement of such meeting.

ARTICLE VIII

Term and Dissolution

1. **Term**: The term for which this Association is organized shall be perpetual.
2. **Dissolution**: Upon the dissolution of the Association or the winding up of its affairs, the assets of the Association shall be distributed exclusively to charitable, scientific, or educational organizations.

Duly adopted June of 1988

Amended:

May of 1992

August of 1998

February of 2002 – Article III, Section 8

August of 2002 – Article V, Section 14

August of 2005 – Article IV, Section 2

November of 2010 – Article II, Sections 2 & 3
Article III, Sections 1 & 8
Article III, Sections 3 & 4 (deleted and renumbered)
Article IV, Section 2
Article V, Sections 1, 2, 6(F), 9 (deleted and renumbered), 10, 13 &
13(C)