

California Police Accreditation Coalition (CALPAC)

Coalition Bylaws

Binding on all Members
Last Amended on June 11, 2009



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ARTICLE I. IDENTITY

Section 1. Organization Name

The name of this organization shall be known as the California Police Accreditation Coalition, Inc. (“CALPAC”) and shall be registered with the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA).

The mailing address for all of CALPAC correspondence shall be 600 10th St. Modesto, California 95354 or at such other location as the Executive Board Officers may determine.

Section 2. North/South District

To better assist members in the State, “CALPAC” shall be divided into two geographical areas, dedicated as “CALPAC North” and “CALPAC South.” The dividing line between Northern and Southern California shall be determined by the Executive Board of Directors but generally should be North/South of the Tehachapi Mountains.

ARTICLE II. PURPOSE

Section 1. General Purpose

The California Police Accreditation Coalition (CALPAC) recognizes and supports the concept of accreditation and

recognition for law enforcement agencies as a means to enhance the quality of law enforcement, communications and training academy services delivered within the State of California, and the communities of member agencies. To this end, CALPAC provides an informational network for member agencies seeking or maintaining any program established by the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA). This network will foster communication, cooperation, sharing of resources and facilitate training and other means of support. CALPAC will provide a means for member agencies to speak as a group to CALEA or to other entities on matters of mutual concern.

Section 2. Specific Purposes

- a. The CALPAC shall promote public safety accreditation as a method to increase the level of professionalism among law enforcement and public safety agencies throughout the United States and specifically, California. We recognize and support the concept of accreditation for law enforcement agencies as a means to enhance the quality of the services we provide to the public.
- b. The CALPAC shall fairly represent and act as a unified voice for all CALPAC member agencies that are in any accreditation process with the Commission on Accreditation for Law Enforcement Agencies (CALEA), or any other duly recognized public safety accrediting body.
- c. The CALPAC shall conduct comprehensive mock on-site inspections, provide focused in-service training, provide experienced mentors to assist new agencies, and act as a network for member agencies that encourages communication, mutual cooperation, support, and the sharing of valuable resources.
- d. The CALPAC shall be dedicated to providing its members with professional leadership in meeting organizational objectives regarding national accreditation and/or state certification.
- e. The CALPAC shall strive to ensure that all of our members are always served in a professional, ethical and equitable manner.

ARTICLE III. STATUS

Section 1. Nonprofit Organization

CALPAC is a nonprofit organization formed and operated exclusively for charitable purposes within the meaning of Section 501(c)(3), Internal Revenue Code and intended to provide some benefit to the general public. No salary, wages or benefits shall be paid to any of its officers or members; except as provided in these By-Laws. It is organized under the Nonprofit Public Benefit Corporation Law for charitable purposes.

ARTICLE IV. MEMBERSHIP AND DUES

Section 1. Categories of Membership

Three types of membership are recognized by the CALPAC:

- (1) Regular Membership.
- (2) Associate Membership.
- (3) Lifetime Membership.

Regular Membership: Regular membership shall be open to all California law enforcement agencies, police academies, public safety communication centers, correctional institutions / agencies, and other public safety agencies that are in the process of attaining or maintaining any professional accreditation through CALEA, Inc. Membership shall be granted upon receipt of a completed membership application and the verification by the treasurer of payment of dues.

Associate Membership: Associate membership shall be open to all law enforcement agencies, police academies, public safety communication centers, correctional institutions and public safety agencies not directly involved in a CALEA accreditation process. Members of governmental agencies or non-profit agencies whose function affects or is affected by the CALEA process may also apply, as is a former CEO or Accreditation Manager of a CALPAC member agency. This membership type does not entitle agencies to on-site support. This membership type is not entitled to vote on Coalition business nor can they serve on the Executive Board Officers.

Lifetime Membership: Lifetime membership shall be open to retired individuals who have significantly contributed to CALPAC and the CALEA accreditation/recognition process. The nomination for lifetime membership will be brought to the members as a motion and voted on by the membership present at their tri-yearly meeting. The person will be voted in with a simple majority vote of those members present. This membership type is not entitled to vote on Coalition business nor can they serve on the Executive Board Officers.

Section 2. Qualifications for Membership

Membership shall be granted upon receipt and approval of a completed membership application and dues. No eligible agency or individual member shall be excluded from membership in the organization unless voted on by the

Executive Board Officers and based on just cause. The Executive Board Officers shall have final discretion to determine a prospective member's appropriate membership type.

Section 3. Membership Status

Member In Good Standing – All dues, financial and participation obligations to the CALPAC must be satisfied and current to be considered a member in good standing. Members are required to pay membership dues annually, without skipping any years, to remain in good standing. Only a member in good standing can receive all the rights and benefits of Coalition membership. Any agency or agency representative may be suspended from membership by a majority vote of the Executive Board Officers for nonpayment of required dues/fees.

Section 4. Membership Suspension

If a member is suspended by a majority vote of the Executive Board Officers all their rights and benefits shall cease immediately. A suspension may be lifted by a majority vote of the Executive Board Officers. The reinstatement process shall be decided upon by the Executive Board Officers. A reasonable reinstatement fee may be imposed on the suspended agency as directed by the Executive Board Officers. If an agency chooses not to emerge from suspension the agency's CEO or accreditation manager shall provide a letter or email to the Coalition's President, to be included in the agency's file, indicating such.

Section 5. Cancellation of Membership

If an agency no longer wishes to remain a member of the Coalition the agency shall send a letter or email to the Coalition's President indicating such. An agency can cancel their membership at any time. The membership dues paid by the agency shall not be refunded. If an agency does not intend to continue their membership into the next calendar year the agency shall send a letter or email to the Coalition's President indicating such.

Section 6. Dues and Expenses

Each member agency shall commit to their annual dues (by purchase order or voucher) by February 1st.

Membership dues shall be established by a majority vote of the Executive Board Officers. The President shall annually publish the dues amount and the Treasurer shall mail or email invoices to the entire Coalition by January 1st. No portion of dues, fees or assessments shall be refundable or prorated.

ARTICLE V. MEETINGS

Section 1. Regular Meetings

Meetings of the CALPAC shall be held on a regional basis at an agreed upon time and place. The exact dates and location shall be distributed via email and they are scheduled on a tri-yearly basis, generally before a designated CALEA National conference.

Special meetings may be called at the discretion of the President with approval from at least two other Board members. The President may cancel a scheduled meeting with just cause.

Section 2. Executive Board Officers

The Executive Board Officers are the governing body of the organization. The board consists of positions named in these bylaws and are elected by its members. While certain powers may be assigned to committees, their actions are subject to the Board review, direction and control.

The Executive Board Officers shall meet regularly, minimally three times a year. A “meeting” may be conducted in person or by other means (i.e. teleconference, video conference, etc.). The President may call Special meetings of the Executive Board Officers at any time. Special meetings shall be broadcast to the membership by email no less than fourteen (14) days prior to the meeting. Every board meeting, regional meeting, and/or special meeting shall be open to all members.

Section 3. Voting

The Executive Board Officers shall be elected by a majority vote of regular members in attendance at a regular CALPAC meeting in their District. For the election of President and Treasurer, a vote shall be conducted at each District meetings, the results of which shall be tallied and forwarded to the Executive Board for final tally, adoption and announcement. Each elected Officer shall serve a term of two years as specified in Article VI, Section 11. Election of new Officers or election of current Officers to a second or longer term will occur as the first item of business at a regularly held meeting.

ARTICLE VI. GOVERNMENT

Section 1. Membership

The Executive Board Officers, hereafter referred to as the Board, shall consist of the following elected positions:

- President (Overall)
- 1st Vice-President (CALPAC North/South)
- Assistant Vice-President (CALPAC North/South)
- 2nd Vice-President (CALPAC North/South)
- Secretary (CALPAC North)
- Secretary (CALPAC South)
- Treasurer

The Executive Board Officers with the exception of the President and Treasurer shall be from CALPAC North or South (respectively) agencies that have achieved or are in the process of achieving accredited status through CALEA, Inc. and are elected by a majority of regular members in attendance and shall serve a term of two years.

The management of the CALPAC, both business and fiscal, shall be vested in the Executive Board Officers. Each office must be held by a regular member, preferably one who is accredited. Associate members and lifetime members may not hold any office on the Executive Board of the Coalition. Each Officer shall hold office until his/her successor is elected and qualified, or until his/her resignation, death, or removal.

Section 2. Focus

The elected members of the Executive Board have the authority and responsibility to manage the Coalition consistent with these By-Laws and in an appropriate legal manner.

Section 3. Functions

- a. Make and approve long-range goals and objectives. Actively participate in the making and authorizing of the organization’s long-term direction. Approve or delegate approval of annual objectives and priorities established to achieve long-range goals.
- b. Develop a financial plan to ensure that there are adequate funds to pay expenses and long-range goals and objectives.
- c. Make and adopt policies. Establish the limits of the organization’s authority to budget, administer finances and compensation, establish programs and otherwise manage CALPAC.
- d. Adopt and monitor the organization’s operating budget; review and understand the financial statement on a regular basis to ensure the financial health of the organization and that the organization funds are being spent appropriately and in accordance with the Executive Board’s financial plan and budget.
- e. Perform its legal responsibilities, if necessary.
- f. Protect the assets of the organization.

Section 4. Board Size

The Executive Board shall have at least seven (7) members as described in Article VI, Section 1.

Section 5. Board Positions

President – The President shall be the Chief Executive Officer of CALPAC. He/she shall preside at all meetings in their assigned district and may preside at meetings in the opposite district if so inclined. The President will perform such other duties as may be required to achieve the purpose of the Coalition.

First Vice-President – The First Vice-President shall fulfill the duties of the President in the President’s absence at all meetings in their respective district and perform such other duties as may be assigned by the President to achieve the purpose of the Coalition. The First Vice-President shall be a member from an opposite district than the current President.

Second Vice-President – The Second Vice-President shall fulfill the duties of the President in the President’s absence at all meetings in their respective district and perform such other duties as may be assigned by the President to achieve the purpose of the Coalition.

Assistant Vice-President – The Assistant Vice-President shall be from the same district as the First Vice-President and shall fulfill the duties of the First Vice-President in their absence and perform such other duties as may be assigned by the President or First Vice-President to achieve the purpose of the Coalition and/or District.

Secretary – The Secretary shall maintain a written record of all proceedings of the Coalition in their respective district and shall be responsible for notification of appropriate district members of scheduled meetings and other events of the Coalition.

Treasurer – The Treasurer shall have charge of all CALPAC monies collected and disbursed and shall make an accounting report at each meeting. In the event of the dissolution of CALPAC, any funds remaining will first be used to pay all debts. On an annual basis, the Treasurer will prepare and submit all tax related forms.

Section 6. Removal of Board Officer

Any Executive Board Officer may be recalled and removed from office, for just cause, by a two-thirds (2/3) vote of the remaining members of the Executive Board Officers.

A special meeting of the general membership to recall a Board Officer must be called by a minimum of ten percent (10%) of the regular members. A petition for removal must then be submitted in writing to the Board. This petition must contain the signatures of each of the petitioning members and the reasons for the action set forth in detail therein. Upon receipt of the petition, the Board shall meet as soon as reasonably possible to discuss and vote on the petition.

Section 7. Board Vacancies

Board vacancies shall be temporarily filled by appointment of the President. These temporary appointments shall be

called “acting”. An email shall be sent out to the membership to advise them of the vacancy and that candidates are being sought to fill the vacancy. Candidates shall have one week to notify the President of their interest. The candidates shall be revealed to the entire membership through an email from the President. The vacancy shall be filled at the next CALPAC meeting in accordance with these By-Laws.

Section 8. Fiduciary Responsibility

The Executive Board Officers of the CALPAC has a fiduciary relationship to the members and shall conduct all activities accordingly.

Section 9. Compensation

Officers of the Coalition shall not receive any salary or compensation for their services as a Board member but they may, if so determined by the Board, be reimbursed for any expenditure made by them in the conduct of the business and affairs of the Coalition. (Authorized travel per-diem, office expenses, etc.)

Section 10. Responsibilities and Duties of Officers

All of the responsibilities and duties of the CALPAC existing under the California Statutes and these By-Laws shall be exercised exclusively by the Executive Board Officers, its agents, contractors, or employees subject only to approval by regular members where such approval is specifically required by these By-Laws. All Officers of the CALPAC owe the highest standard of care in their dealings on behalf of the organization.

The duties and responsibilities shall be determined and reviewed on a periodic basis by the Executive Board Officers.

Section 11. Terms

The length of the term of all elected officers is two (2) years. With the exception of the President and First Vice-President, terms of office are staggered so that all officers do not end their terms at the same time. No elected member of the Executive Board should exceed a total of six (6) consecutive years.

ARTICLE VII. COMMITTEES

Section 1. Committees

Committees may be established by the President, First Vice-President, or by a resolution of a simple majority vote of the Coalition. An appointment to a committee as a member or a chairperson shall be two years. A member may be reappointed for a second consecutive term. Each standing committee shall present a report at the business meetings of the Executive Board Officers and an annual report to the membership. Each committee shall prepare, review and

make recommendations regarding policies corresponding to its area of responsibility for the Executive Board Officers approval.

Section 2. Task Forces

Task Forces are formed by the Executive Board Officers. They are made up of members who bring expertise, interest, and commitment to complete an assigned task. Task Forces are formed to complete an assigned task within a specified time frame.

ARTICLE VIII. FINANCE

Section 1. Fiscal Year

The fiscal year shall be the calendar year from January 1 through December 31 or such other period as may be fixed by the Executive Board Officers.

Section 2. Depository

The Depository of the CALPAC shall be a federally insured bank with a sufficient number of branch offices so that a Treasurer can serve in any region and be close to a branch office. A minimum balance of \$100.00 shall be maintained in the CALPAC's checking account.

Section 3. Accounting Records

Tri-yearly budget reports shall be prepared by the Treasurer and made available to all members upon request. The Treasurer or his or her designee shall provide an overview of the budget reports at regular CALPAC meetings.

Section 4. Budget

The President and the Treasurer shall have the authority to expend no more than \$1,000.00 in any calendar year for stamps, envelopes, mass mailings, internet services, and other miscellaneous operating expenses. The President and the Treasurer must agree that the expenditures are necessary before funds may be expended for this purpose. All applicable expenses shall be submitted with receipts to the Treasurer and documented in the annual report. The \$1,000.00 limit for operating expenses per calendar year cannot be exceeded without a majority vote of member agencies of CALPAC.

The expenditure of funds for informational brochures, workshops, and other marketing expenses shall require a majority vote of approval by the CALPAC Board. Members expending funds for marketing expenses with advance approval of the Board shall be required to submit applicable receipts to the Treasurer for inclusion in the annual report.

ARTICLE IX. QUORUM

Section 1. Membership

A quorum at any CALPAC meeting shall consist of a simple majority vote (51%) of regular membership. Acts approved by the majority of voters present at a meeting at which a quorum is present shall constitute the acts of all members, except when approval of a greater number of members is required by the By-Laws, or the laws of the State of California. No official action on behalf of the CALPAC shall take place unless a quorum is present along with at least three (3) Officers.

Section 2. Executive Board Officers

A quorum of the Executive Board Officers shall consist of three (3) members.

ARTICLE X. AMENDMENTS TO BYLAWS

Section 1. Amendments

Any regular member may propose a resolution for the adoption of a proposed amendment to these By-Laws. The proposed amendment shall be in writing and directed to the President.

The President shall review the proposed change to insure there are no conflicts with current language in the By-Laws, Federal and State laws and/or Standard Operating Procedures. The President shall then present the proposed amendment to the Executive Board Officers at the next scheduled CALPAC meeting. The proposed amendment shall be voted by the Executive Board Officers at the same meeting.

If a proposed By-Law change does not receive a unanimous approval from the Executive Board Officers present, the amendment can either be abandoned, edited, or be presented to a full vote of the Coalition electronically. The decision as to abandon or conduct an electronic vote shall be made by the President.

Section 2. Execution and Recording

All approved By-Law Amendments shall be certified by the President and thereafter inserted in the document known as Coalition By-Laws. Members shall be bound by those By-Laws.

Section 3. Minor Errors

Legitimate minor technical changes needed to keep this document current, but which do not change its intent (such as changing the name of the President or corresponding Secretary, changing the coalition address, or correcting minor grammatical errors), shall not require a vote of the membership as described above.

ARTICLE XI. PUBLIC RECORDS LAW

Section 1. Adherence to State and Federal Law

The CALPAC shall subscribe to and abide by the California Public Records Act.

ARTICLE XII. MISCELLANEOUS

Section 1. Insurance

The Executive Board Officers and President may budget for, purchase, and maintain insurance on behalf of any officer, employee or agent of the Coalition against any liability asserted against or incurred by him or her which arises out of such person’s status in such capacity, whether or not the Coalition would have the power to indemnify the person against that liability under law.

ARTICLE XIII. DISSOLUTION

Section 1. Disposition of Coalitions Funds

Upon dissolution of the Coalition, after full payment or liquidation of all debts, liabilities and obligations of the Coalition, such funds of the Coalition which remain shall be distributed to such nonprofit organization or organizations that qualify as exempt from federal income taxation under Section 501(c) of the Internal Revenue Code of 1986, as now in effect or as may hereafter be amended. In no event shall any of such assets or property be distributed to any member, trustee, officer or other private individual.

ARTICLE XIV. ADOPTION

The above articles, sections, terms, rules, policies and conditions are hereby adopted by the CALPAC Executive Board Officers and members, this 11th day of June, 2009 and replace those originally adopted on March 23, 2003.

President

Secretary