

# **POLICE COMMISSIONERS ASSOCIATION OF CONNECTICUT**

## **BY-LAWS**

**July 1, 2000**

For Official Use Only



**ARTICLE I: NAME**

The name of this Association shall be the "Police Commissioners Association of Connecticut, hereafter referred to as "PCAC".

**ARTICLE II: OBJECTIVES AND GOALS**

The PCAC is a vital link between professional law enforcement officers and the public. Its objectives are to elevate the status of local Police Departments through exchange of ideas, information and experience; to foster public understanding and appreciation of the role of the Police Officer in society today; to support legislation favorable to law and justice; to improve training of Police Officers; and to give appropriate recognition for outstanding performance in the field of law enforcement.

**ARTICLE III: MEMBERSHIP**

**Section 1:** Membership in the PCAC shall be limited to any member or former member of a Police Commission in the state of Connecticut established by State Statute.

**Section 2:** The name of each proposed member must be recommended by an active PCAC member and approved by a majority of the Board of Directors present at a regular or special Board Meeting.

**Section 3:** Membership shall entitle the member to a PCAC pin and the By-Laws document. The member may purchase PCAC accessories; vehicle plaques and license plates, badges, pins and clothing goods.

**ARTICLE IV: OFFICERS**

**Section 1:** Designation of officers. The Officers of the PCAC shall consist of a President, First Vice President, Second Vice President, Treasurer, Assistant Treasurer, Secretary and Sergeant-at-Arms.

**Section 2:** Election of officers. All Officers shall be elected annually at the May meeting of the PCAC. The Officers shall be installed and assume their duties at the June PCAC meeting. There shall be no more than two Officers from any one City or Town.

**Section 3:** Duties of Elective officers.

a - It shall be the duty of the President to preside at all meetings, including the Board of Directors in the absence of the Chairman, appoint all committees as provided in Article XIII, and to swear in all new members.

b - It shall be the duty of the First Vice President to assist the President in all matters, to preside in the Presidents absence, and to serve as Programs and Arrangements Chairman

c - It shall be the duty of the Second Vice President to assist the President and the First Vice President, to preside in their absence, and to serve as Publicity and Public Relations Chairman.

d - It shall be the duty of the Secretary to serve as Membership Chairman, and, in the absence of the Executive Secretary, to record minutes of all meetings of the PCAC and the Board of Directors.

e - It shall be the duty of the Treasurer to receive and have custody over all funds of the PCAC and to disperse money upon vouchers drawn on authority of the President or the Board of Directors.

f - It shall be the duty of the Assistant Treasurer to assume the responsibilities of the treasurer in the absence of the Treasurer.

g - It shall be the duty of the Sergeant-at-Arms to maintain custody of the PCAC banner and other meeting equipment, to bring this material to the monthly meetings, to put it in place and retrieve it after the meeting, and to preserve order and decorum at all meetings and perform other duties as requested by the President.

**Section 4:** Declaration of Vacancy. Upon the absence of any elected Officer from three (3) consecutive PCAC Board meetings, the Officer must notify the President of the reason. The President will review this with the Board who will determine the disposition. The Officer may, at his/her request, address the Board.

**Section 5:** Filling Vacancies. In the event of a vacancy due to declaration, resignation, death or permanent disability of any officer, the position will be filled by vote of the remaining members of the Board.

#### **ARTICLE V: BOARD OF DIRECTORS**

There shall be a Board of Directors consisting of the immediate past President of the PCAC, the seven elected Officers of the PCAC, and nine other members of the PCAC.

a - The immediate past President shall be Chairman of the Board.

b - If the seated President is elected to serve a repeat term, and the seated Board Chairman elects not to serve, a Chairman shall be appointed by 2/3 vote of the remaining board of Directors.

c - Each of the seven Officers of the PCAC shall be Directors while serving as Officers.

d - The term of each of the other elected Directors shall be three (3) years and the terms shall be staggered so that three Directors shall be elected each year.

e - The Nominating Committee will announce the recommended slate of officers, three (3) Directors and replacements for vacant seats to the Board of Directors at the April Board meeting, for their review and approval. The nominated slate will be presented to the membership at the annual April meeting and will be published in the May membership meeting notice 15 days prior to the meeting.

f - At the annual May membership meeting the Board of Directors shall be elected from the slate presented by the Nominating Committee, or from those members nominated and seconded from the floor. Any floor nominee shall have indicated his/her agreement to serve.

g - Membership on the Board of Directors shall not exceed two members from any one Town, excluded elected officers of the PCAC.

**Section 2:** Declaration of Vacancy. Upon the absence of any Director from three (3) consecutive PCAC Board Meetings, The Director must notify the Chairman of the reason. The Chairman will review this with the Board who will determine the disposition. The Director may, at his/her request, address the Board.

**Section 3:** Filling Vacancies. In the event of a vacancy due to declaration, resignation, death or permanent disability of any Director, the position will be filled by vote of the remaining members of the Board.

**Section 4:** The Chairman of the Board shall have the responsibility of reporting recommendations of the Board to the PCAC. He/she shall preside over all meetings of the Board of Directors, which shall meet on the Thursday prior to the monthly meeting of the PCAC and at such time at the call of the Chairman.

**Section 5:** The quorum for the Board of Directors meeting shall be a majority of the current members of the Board.

**Section 6:** An Executive Secretary shall be appointed by the Board of Directors who shall serve ex officio, without vote. The Executive Secretary shall:

- a - Serve at the pleasure of the Board
- b - Attend meetings of the Board
- c - Keep a record of all members of the PCAC and their addresses
- d - Record minutes of all meetings
- e - Prepare and mail notices of regular or special meetings of the PCAC
- f - Perform other duties as prescribed by the President or Board of Directors
- g - Receive compensation as determined by the Board of Directors

#### **ARTICLE VI: NOMINATING COMMITTEE**

The Nominating Committee shall consist of five (5) members, no less than three will have been former PCAC Presidents. None of the five members will be expected to be elected as Officers for the Slate recommended, except the President. The current President will serve as chairman of the Nominating Committee, with vote.

#### **ARTICLE VII: MEETINGS OF THE PCAC**

**Section 1:** PCAC meetings shall be held monthly on the last Wednesday of the month, unless otherwise specified by notice from the Executive Secretary.

**Section 2:** At any PCAC meeting a quorum shall consist of twenty (20) members, with a minimum representation of five (5) different towns.

**Section 3:** The Annual meeting will be held on the last Wednesday of June.

**Section 4:** Special meetings of the PCAC shall be called by written request of the President.

**Section 5:** The Business agenda at regular and special PCAC meetings should include:

- a - Call to order
- b - Determination of quorum
- c - Pledge of allegiance
- d - Swearing in new members
- e - Introduction of members and guests
- f - Any special presentations
- g - Executive Secretary's report
- h - Treasurer's report
- i - Board Chairman's report
- j - Committee reports
- k - Old business
- l - New business
- m - Good and welfare
- n - Any other business that may legally come before the meeting
- o - Adjournment

#### **ARTICLE VIII: AMENDMENT OF THE BYLAWS**

The By-Laws may be amended by two-thirds vote of those members of the PCAC present at a regular or special PCAC meeting, provided notice of proposed changes shall be mailed to each member at least 15 days prior to such meeting.

#### **ARTICLE IX: APPOINTMENTS**

**Section 1:** The President of the PCAC, at the first meeting of the Board of Directors following his installation at the Annual Meeting held in June, shall appoint the following committees and any future committees that maybe needed, and he/she shall designate the Chairman of each such Committee: Finance, Legislative, Nominating, Meritorious Service Award, Distinguished Service Award, Program Planning, Membership, Special Events and By-Laws Revision. The Committee Chairman will select the Committee members from the Board and membership, the President will have final approval of committee make-up. All committee reports shall be a matter of record.

**Section 2:** The President shall also appoint a Parliamentarian who will be expected to be knowledgeable concerning Robert's Rules of order.

#### **ARTICLE X: VOTING**

All votes of the Board of Directors and of the General Membership will be decided by simple majority of those present, except where otherwise stipulated in the By-Laws.

#### **ARTICLE XI: MEMBERSHIP DUES**

Each new member of the PCAC shall pay the Treasurer the established initiation fee which will include the current years dues. Thereafter dues shall be due and payable on July 1 annually, in an amount determined by the Board of Directors, if dues are not paid within 90 days, membership on the PCAC will be discontinued. Thereafter, new application will have to be made.

#### **ARTICLE XII: PRESS RELEASES**

The second vice President shall have responsibility for issuance of press releases. Any member who wishes to have a press release issued shall do so only with the approval and authorization of the Second Vice President or, in his/her absence, the President. No PCAC member shall, without the expressed consent of the President or the second Vice President, issue any press release, program of the PCAC, or information on actions taken by the PCAC or positions taken on national, state or local issues.

#### **ARTICLE XIII: COMMITTEES**

**Section 1:** The President shall appoint the Chairman for each Committee. The Committee Chairman will staff the committee sourcing members from the Board and membership at large.

#### **Section 2: Duties of the Committees:**

##### **a - FINANCE COMMITTEE**

- Develop annual budget, track plan against actual.
- Review requests for contributions to organizations that support and promote law enforcement activities. Make recommendations to Board and Membership.
- Contribution criteria: request is not to support the organizations operating budget, request is seed money for a new project, evaluate the other sources of revenue to support/finance the contribution

##### **b - LEGISLATIVE COMMITTEE**

- Act as the liaison between the PCAC and the Legislative Branch committee of: General Law, Judiciary, Labor and Public Employees, Public Safety and Transportation,
- Report on the status of legislative positions, proposals and bills as they relate to law enforcement and the responsibilities of Police Commissioners.
- Interact with Legislatures to advise them of the PCAC's support and/or concerns with legislative activity/issues.

##### **c - NOMINATING COMMITTEE**

- Source recommendations from the membership for candidates to serve as Officers and Directors on the PCAC Board.
- Evaluate the qualifications of proposed candidates for the positions of Officers and Board of Directors. Develop a slate of recommended candidates, present to the Board and membership.

##### **d - MERITORIOUS SERVICE AWARD COMMITTEE**

- Identify individuals that should be recognized and rewarded for their extra ordinary, exceptionally meritorious and conspicuously outstanding acts of heroism or other acts of service, which are above and beyond those normally

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expected and which distinguish the individual from those performing similar acts of service.

- Investigate all recommendations for the Meritorious Service Award to verify the facts.
- Submit the recommended nominee to the Board for approval and action.
- Secure the award plaque, coordinate the arrangements for the presentation of the award.

##### **e - DISTINGUISHED SERVICE AWARD COMMITTEE**

- Seek qualified candidates for consideration to be a recipient of the prestigious Distinguished Service Award.
- Evaluate/measure the candidates against the DSA Nominating, criteria.
- Present all candidates to the Board with recommendation.

##### **f - PROGRAM PLANNING COMMITTEE**

- Committee is chaired by the First Vice President.
- Develop the programs to be discussed/ Presented at the monthly membership meetings.
- Secure the speakers to implement the programs.
- Insure written confirmation is in place and resume received for introduction.

##### **G - MEMBERSHIP COMMITTEE**

- Committee is chaired by the Secretary. Promote membership to non-member prospects.
- Review new member applications with Board for concurrence nonconcurrence, notify applicant of status.
- Explore opportunities for expanding membership into areas not currently recognized.

##### **h - SPECIAL EVENTS COMMITTEE**

- Explore areas and subjects that will provide additional education and information to PCAC members other than those programs conducted at the monthly membership meetings.
- Programs can include travel to locations that would provide exposure to law enforcement organizations, training or the use of equipment.
- Organize, coordinate and supervise the planned event.

##### **I - BYLAWS REVISION COMMITTEE**

- Review the PCAC By-Laws, make recommendations for changes/ amendments to the Board of Directors.
- Present Board approved changes/amendments to the membership for approval. Insure items to be presented are distributed to the membership prior to the monthly membership meeting.
- Update By-Laws document, insure revised document is distributed to the membership.

#### **ARTICLE XIV: ETHICS**

An action by any member which violates any criminal law of the United States, or any individual State, will be subject to dismissal from membership in the PCAC pending a misconduct hearing by the Board of Directors. A quorum of the Board of Directors must be present, a two-thirds majority vote of those in attendance is required for membership termination.

#### **ARTICLE XV: MISCONDUCT**

All complaints of inappropriate behavior, within the PCAC membership, must be made in writing and forwarded to the Chairman of the Board for investigation. He/she will advise the identified Commissioner of the complaint and convene a three member panel to investigate. The result of the investigation will be presented to the Board for appropriate action.

#### **ARTICLE XVI: RULES OF PROCEDURES**

The conduct of all meetings shall be governed by the current issue of Robert's Rules of order, revised, and shall be interpreted by the Parliamentarian.

These By-Laws shall supersede all other By-Laws and shall take effect on July 1, 2000. Adopted unanimously May 31, 2000.

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