

WISCONSIN POLICE ACCREDITATION COALITION

By-Laws

November 12, 2003

Revised: August 8, 2012

Article I - Name

The coalition shall be known as the Wisconsin Police Accreditation Coalition (WI-PAC)

Article II - Membership

Section 1: Membership shall be open to any law enforcement agency interested in the process of attaining, or maintaining accreditation. Membership shall be granted upon receipt of a completed membership application and annual dues.

Section 2: Associate membership shall be open to members of government agencies whose function is affected by the accreditation process, members of law enforcement agencies who have retired from law enforcement and members of colleges, technical schools and other educational programs related to law enforcement. Membership shall be granted upon receipt of a completed membership application and annual dues.

Section 3: Retired membership shall be open to any WI-PAC member, who at the time of retirement was in good standing with the WI-PAC organization, who has formally retired from law enforcement and wishes to remain active in WI-PAC. Retired membership shall be exempt from annual dues and will not have any voting rights.

Article III - Purpose

The Wisconsin Police Accreditation Coalition is committed to professional excellence and shall serve to enhance the quality of Wisconsin law enforcement service through promoting and supporting the concept of police accreditation. To this end WI-PAC shall endeavor to:

- Act as a resource for accredited agencies or those interested in attaining accredited status.
- Serve as a network that will encourage communication, mutual cooperation, support, and the sharing of resources.
- Provide guidance, information, direction, and assistance to member agencies and act as a forum for the generation of new ideas or methods as related to law enforcement accreditation.
- Provide training in the process of achieving accreditation, standard interpretation, development of policies, and attaining and maintaining compliance with professional standards.

- Assist in the mock assessment process.
- Serve as a conduit for relaying information relative to professional standards to the Wisconsin Law Enforcement Accreditation Group (WILEAG).
- Offer accessibility to sample and model policies and written directives as a guide for member agencies.
- Promote the development of quality policies, procedures, and directives for all Wisconsin law enforcement agencies.

Article IV - Organization

Section 1: The elected officers of WI-PAC shall be the President, Vice-President, Secretary, and Treasurer. They shall be elected by the majority of written ballots cast and shall serve a term of two years. The President and Secretary shall take office during odd years while the Vice-President and Treasurer shall take office during the even years. The Trustee (past President) shall assume office in January when the new President takes office. These officers shall be known as the Executive Board.

Section 2: Each office must be held by a member of a different agency.

Section 3: Associate members of WI-PAC are not permitted to hold office or vote for officers of the coalition.

Section 4: The outgoing President will assume the title and position of Trustee and will remain on the Executive Board to ease transition and office insight until such time she/he is replaced by the current outgoing President. The Trustee will vote on matters brought before the Executive Board only in cases where a tie in voting has occurred.

Article V - Duties of Officers

Section 1: All members of the coalition owe a professional standard of care in their dealings on behalf of the coalition.

Section 2: Duties of the individual officers.

A. President:

It shall be the duty of the President to preside at all meetings, to sign the records thereof, and in general, perform all duties usually incident to such office, or which may be required by the members of the officers.

B. Vice-President:

It shall be the duty of the Vice-President to perform all duties of the President, in

case of his/her absence or disability.

C. Secretary:

It shall be the duty of the Secretary to keep an accurate record of the acts and proceedings of meetings, give all notices as required by the network, keep proper records of correspondence; on the expiration of his/her term of office, deliver all books, papers, and property of the coalition in hand to the successor or to the President; and in general to perform all duties usually pertaining to the office.

D. Treasurer:

The Treasurer shall receive and accurately keep all assets belonging to the coalition and disburse the same under direction of the officers; shall keep an accurate account of the finances of the coalition, in books provided for the purpose. The Treasurer shall present, at each meeting, a statement of financial dealings and on expiration of his/her term of office shall deliver all money and other property of the coalition in hand to the President. The Board shall solicit volunteers from coalition members to audit the financial records at the end of each term. Upon completion, the volunteers will issue a report as to their findings.

E. Trustee:

The Trustee will assume the office and duties of Trustee once he/she is replaced as President. The Trustee will smooth the transition for the newly elected President and/or other officers and provide valuable insight to the body as a whole. The Trustee votes with the Executive Board only as a tie-breaker.

Article VI - Voting

Section 1: Each member agency shall be entitled to one (1) vote regardless of the number of members from the agency.

Section 2: Each associate member agency shall be entitled to one (1) vote regardless of the number of members from the agency. Associate member agencies will be entitled to vote on matters of business and issues brought to the floor.

Section 3: Retired members are not entitled to a vote.

Article VII - Nomination and Election of Officers

Section 1: Nominations of officers will be conducted at the August meeting. Nominations will be confirmed with potential candidates before the November meeting. Confirmed nominations will be presented to the membership during the November meeting.

Section 2: After confirmation of nominated candidates, a ballot showing the office and members nominated for that office will be prepared and e-mailed to all eligible member agencies before the November meeting. The agency may return the ballot by mail or in person at the November meeting. All ballots received by mail must remain sealed until such time as ballots are counted during the November meeting.

Section 3: In each office, the member receiving the highest number of votes will be declared as elected and will prepare to assume office on January 1 of the year following.

Section 4: All ballots will be developed, e-mailed and received by the Trustee. All mail-in ballots must be marked on the envelope as **“Ballot”**. The Trustee will retain possession of all ballots before, during, and after the election. After the election, ballots will be retained for 60 days in case of a challenge to the election. If no written challenge is filed, ballots will be destroyed.

In the event that the Trustee is not available to perform these duties, the Executive Board members not being elected will develop, mail, receive, count and secure the ballots. (i.e. President and Secretary being elected, duties will be carried out by the Vice-President and Treasurer).

Section 5: Should the President leave or otherwise vacate office, the Vice-President will assume the title and duties of President.

A. Should the President become disabled, leave, or otherwise vacate his/her office and no Vice-President is in office, the Treasurer will assume the office of President and will convene an emergency or special meeting for the purpose of holding nominations for election of officers for the remainder of the term of the vacated offices.

Section 6: Should the Vice-President, Secretary or Treasurer leave or otherwise vacate his/her office, the Executive Board will appoint a member to fill the unexpired term of that office. The appointment must be ratified by the members at the following meeting. The Executive Board may ask for volunteers or nominations for the position.

Article VIII - Quorum

Section 1: At all meetings, attendance of one-third (1/3) of all the member agencies shall constitute a quorum for the transaction of coalition business.

Article IX - Dues

Section 1: Membership fees shall be \$50.00 annually, per member agency, payable before the February meeting.

Section 2: Agencies seeking membership after July 1 of any year shall pay a prorated membership fee of \$25.00 for the current year. Membership fees thereafter shall be \$50.00 annually.

Section 3: Retired memberships are exempt from annual dues.

Section 4: The payment of membership fees entitles the member agency to all rights and privileges of the coalition.

Section 5: Waiver of membership dues may be requested for hardship or similar reason. Such requests must be presented in writing at regular meetings with reasons for the waiver and voted upon by the membership present.

Article X - Meetings

Section 1: Coalition meetings shall be held quarterly on the 2nd Wednesday of the month in February, May, August, and November. A special meeting may be called by the officers if business warrants. Should a meeting date fall on a holiday, another date shall be set by the officers at the previous meeting.

Article XI - Meeting Minutes

Section 1: Minutes shall be provided to all member agencies by the Secretary, a minimum of one week prior to the next regularly scheduled meeting.

Article XII - Committee

Section 1: A training committee will be appointed and convene during the odd years, in compliment with the incoming president and secretary positions. Training committee will be for a term of 2 years.

Section 2: Officers may appoint a committee to perform tasks, research, and other duties the coalition may require.

Article XIII - Amendments

Section 1: This code of By-Laws may be amended or repealed, or a new one adopted, at any regular meeting of business or at any special meeting called for that purpose.

Section 2: Amendments and/or additions to By-Laws will be provided to each member agency 30 days in advance of a scheduled meeting to allow for review by the agency. A vote for ratification will take place at the scheduled meeting after discussion of the changes. If the amendments, additions, or repeal is not ratified, the articles in question

will be returned to committee for further review.

Section 3: The President upon assumption of his/her office will establish a committee for the purpose of reviewing the By-Laws and all standing policies of the organization.

Article XIV - Order of Business

Section 1: Meetings will be opened by the President. At each meeting, the order of business shall be:

- A. Reading of the minutes of the previous meeting, and acting thereon;
- B. Reports from the President, Vice-President, Secretary, Treasurer, WILEAG Representative;
- C. Reports from committees;
- D. Unfinished business;
- E. New business;
- F. Training Topic
- G. Adjournment.

Article XV - Motions

Section 1: New business may be brought to the attention of any member of the Governing Board prior to the next scheduled meeting. Any business brought before the membership for a vote must be presented in the form of a motion. This motion must receive a second. If a second is not received, the motion is dead. If a second on the motion is received, then a discussion on the motion can be held.

Section 2: After discussion of the motion, the President may:

- A. Call for a vote;
- B. Table the motion until the next meeting;
- C. Table the motion indefinitely.

Article XVI – Dissolution of the Organization and Assets

Section 1: The coalition may be dissolved by a 2/3 vote of the membership.

Section 2: After resolving any outstanding debts, any funds remaining in the treasury will be disbursed to charitable organizations as determined by the membership.