

# California Police Accreditation Coalition (CALPAC)



## Coalition Bylaws

Binding on all Members  
Last Amended on May 21, 2014

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### ARTICLE I. IDENTITY

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 business mailing address of the CALPAC shall be determined by the Executive Board.

### ARTICLE II. PURPOSE

#### Section 1. General Purpose

The California Police Accreditation Coalition (CALPAC) recognizes and supports the concept of accreditation 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 seeking nonprofit organization status and will be 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**

Two types of membership are recognized by the CALPAC:

- (1) Regular Membership.
- (2) 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 interested in attaining or maintaining any professional accreditation through CALEA, Inc. Members of governmental agencies or a non-profit agency whose function affect or is affected by the CALEA process, and who are actively involved and can demonstrate contributions may also apply, as is a former CEO or Accreditation Manager of a CALPAC member agency. Membership shall be granted upon receipt of a completed membership application, review and approval by the Board and payment of dues.

**Lifetime Membership:** Lifetime membership shall be open to retired individuals who are actively involved and have significantly contributed to CALPAC and the CALEA accreditation process. Membership shall be granted upon receipt of a completed membership application, review and approval by the Board. Lifetime membership shall be exempt from annual dues. The Board reserves the right to revoke the membership of lifetime members who have not attended meetings or communicated with the Board after one year from last contact.

## **Section 2. Dues and Expenses**

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

Membership dues shall be \$150 per member agency for the first year and \$100 annually thereafter. Membership dues shall be established by a majority vote of the Executive Board Officers. The Treasurer shall prepare invoices and/or W-9 forms, upon request. No portion of dues, fees or assessments shall be refundable or prorated.

Expenses paid by the CALPAC may be for any legitimate business expense deemed appropriate by the Executive Board and in accordance with spending guidelines agreed upon by the membership.

## **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 quarterly.

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 who have been 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 prior to each regularly scheduled membership meeting. The President may call Special meetings of the Executive Board Officers at any time and/or initiate a conference call. Regularly scheduled board meetings shall be open to all members.

## **Section 3. Voting**

The Executive Board Officers shall be elected by a majority vote of members in attendance at a regular CALPAC meeting or a majority vote via e-mail. To prevent any one agency from dominating the affairs of the coalition, only one vote may be cast per agency. The method of vote shall be determined by the current members of the Executive Board. Elections, removal of officers and other coalition business will be accomplished by voice vote, show of hands, ballot, or e-mail ballot as the officers and members may consider appropriate.

## **ARTICLE VI. GOVERNMENT**

### **Section 1. Membership**

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

- President
- Vice-President
- Secretary
- Treasurer

The Executive Board Officers 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 may be held by a regular member or lifetime member. Each Officer shall hold office until his/her successor is elected and qualified, or until his/her resignation, death, or removal.

Members of the same agency may hold more than one office.

### **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 four (4) 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 and perform such other duties as may be required to achieve the purpose of the Coalition.

**Vice-President** – The Vice-President shall fulfill the duties of the President in the President's absence. The Vice-President will also perform such other duties as may be assigned by the President to achieve the purpose of the Coalition.

**Secretary** – The Secretary shall maintain a written record of all proceedings of the Coalition and shall be responsible for notification of appropriate 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 unanimous vote of the remaining members of the Executive Board Officers.

Any member can forward a written petition documenting the circumstances and reasons why the removal is necessary to any other non-involved Executive Board Officer. That Executive Board Member will then meet with the remaining non-involved Executive Board Officers and vote accordingly once all facts are reviewed.

### **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. 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 in accordance with spending guidelines agreed upon by the membership (Authorized travel per-diem, office expenses, etc.).

### **Section 9. Terms**

The length of the term of all elected officers is two (2) years. 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**

Officers may appoint a Committee of not less than three members to perform tasks, research, and other duties the coalition may require.

## **ARTICLE VIII. QUORUM**

### **Section 1. Membership**

A quorum at any CALPAC meeting shall consist of a simple majority vote of the 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 IX. AMENDMENTS TO BYLAWS**

**Section 1. Amendments**

Any member may propose an 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 and/or Standard Operating Procedures. The President shall then present the proposed amendment to the Executive Board Officers for a vote.

If a proposed By-Law change does not receive a unanimous approval from the Executive Board Officers 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 Corrections**

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 by the Executive Board Officers.

**ARTICLE X. 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, this 21<sup>st</sup> day of May, 2014 and replace those originally adopted on June 11, 2009.

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President

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Secretary