

Iowa NAFTO By-Laws 2010

**Amended from previous 2002 Bi-Laws
Approved by Board of Directors and Members
9th Annual Training Conference
September 23-24, 2010
West Des Moines Police Department**

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ARTICLE I: Purpose

Section 1: General

The purpose for which this Association has been organized is as follows:

1. Promote and foster mutual cooperation between Field Training Officers, law enforcement agencies, administrators, private industry, and the public.
2. Provide a forum for exchange of ideas and new techniques used by officers, administrators, and educators.
3. Conduct training seminars, conferences, and research educational methods used for improving law enforcement related training.
4. Educate the membership and the public regarding issues relative to apprentice training in law enforcement, corrections, and emergency communication personnel.
5. Enable the membership to keep informed of current legislative changes and judicial decisions.
6. Take notice of new trends in apprenticeship and promotional training.
7. Benefit the public interest in the area of law enforcement, corrections, and emergency communication training.
8. Provide public safety educational information suitable for distribution to the criminal justice community and the public.
9. Act as a “clearing house” for forms, manuals, training materials, and etc. of interest to the membership.

ARTICLE II: ORGANIZATION

Section 1: Name

The name of this non-profit organization is “Iowa NAFTO”, which is a chartered member of the National Association of Field Training Officers; Hereinafter referred to as the “Association”.

- The Association incorporated through the Secretary of State, Iowa, on November 2, 2001.

Section 2: Registered Agency and Principal Office

1. Registered Agent—its registered agent in the State of Iowa is to be located at the discretion of the elected board.
2. Principal Office—the principal office of the Association is to be located at the discretion of the elected board.

Section 3: Structure

A Director and necessary staff shall operate the Association. The Director shall be empowered to make all necessary business decisions and take all necessary business actions with approval of the majority of the board members. The Director shall correspond with State officials, regional directors, and the National Director for business pertaining to the Association. In the Director’s absence, he/she may delegate the assigned tasks to the Assistant Director or any board member(s) of the Association.

Section 4: Address

The elected board members shall designate the mailing address for the Association.

Iowa NAFTO
250 Mills Civic Parkway
West Des Moines, IA 50265

ARTICLE II: ORGANIZATION

Section 5: Insignia/Logo

The Association shall have an official logo/insignia in the form as follows:

The State of Iowa geographically drawn with the word "Iowa" in red lettering placed bottom/center of diagram. The word "N.A.F.T.O." in white lettering shall be placed below the word "IOWA" and centered. A triangle shall be placed over the geographically drawn State of Iowa, centered left to right and up & down. The triangle shall be filled with yellow coloring. The word "CORRECTIONS" shall be placed on the left side of the triangle. The word "COMMUNICATIONS" shall be placed on the right side of the triangle. The words "LAW ENFORCEMENT" shall be placed on the bottom of the triangle. "CORRECTIONS", "COMMUNICATIONS", and "LAW ENFORCEMENT" shall be in white lettering. The inner boundary and outer boundary of the triangle shall be highlighted in blue.

A copy of the Logo will be attached to these By-laws.



ARTICLE III: ELECTED BOARD

Section 1: Board Positions

The Association shall have a total of seven elected board members. Members of the Association will elect these positions during the annual conference. These elected officers are hereinafter referred to as “Board”, “Board Members”, or “Board of Directors”.

The elected board of the Association shall have the following elected positions:

- Director
- Assistant Director
- Secretary
- Treasurer

Included with the above offices an additional three positions shall be considered as “Delta Group” which will include one elected member for each of the following areas:

- Corrections
- Communications
- Law Enforcement

Section 2: Appointments

The current Board Members shall have the authority to appoint a new officer(s) to a position(s) on the Board when a current Board Member(s) are no longer capable of serving due to promotions, absences, resignations, retirements, etc. The appointment will be made by a majority vote of the Board.

Section 3: Elections of Board Members

The Association will have staggered officer elections every other year. There will be no natural progression through the offices. Each officer shall hold their position on the Board until it comes up for election or they resign. The Board will replace the resigned position.

ARTICLE IV: DUTIES OF BOARD MEMBERS

The following duties of the elected offices are meant as a guide and in no way can cover every aspect of the tasks that are required for such office.

Section 1: Director

1. Shall preside at all board meeting and call special meetings.
2. Shall preside at all membership meetings, conference, etc...
3. Shall correspond with State, Regional, and National officials for business with the Association.
4. Direct the planning of the affairs of the Association subject to the advice of the board members.
5. Make a quarterly report to the membership of the Association's activities for the past quarter.
6. If an annual conference is not held during a particular year, the Director shall make a written report to the membership.
7. Perform other duties that pertain to the office.

Section 2: Assistant Director

1. It shall be the duty of the Assistant Director to perform all of the duties of the Director during the latter's absence or inability to act while in the office of Director.
2. Cooperate with and assist the Director in arranging for meetings of the Board, annual training conference, and any other meeting which is deemed necessary by the Board.
3. The Assistant Director shall serve at the need of the Director.
4. Serve at the discretion of the Board's request.
5. Perform other duties that pertain to the office.

ARTICLE IV: DUTIES OF BOARD MEMBERS

Section 3: Secretary

1. Cooperate with and assist the Director in arranging for meetings of the Board, annual training conference, and any other meeting which is deemed necessary by the Board.
2. It shall be the duty of the Secretary to maintain records of the meetings, conferences, and special training sessions of the Association.
3. Shall assist the Treasurer with various duties such as conference money spending.
4. Coordinate with outside businesses, agencies, and organizations to reach the Association's goals.
5. Serve at the discretion of the Board's request.
6. Perform other duties that pertain to the office.

Section 4: Treasurer

1. Cooperate with and assist the Director in arranging for meetings of the Board, annual training conference, and any other meeting which is deemed necessary by the Board.
2. Collect membership dues and monies from other sources.
3. Issue membership certificates.
4. Maintain membership records.
5. Establish a checking account in the Association's name to make deposits and pay bills.
6. Maintain an accurate accounting of all Association funds and to prepare, no later than May 15 of the year following, an annual formal statement of receipt and disbursement of the funds.
7. Prepare and present a formal "Treasurer's Report" for all scheduled Board meetings throughout the year.
8. When requested by the Board, assure that an independent audit of all Association financial accounts is conducted.
9. Perform other duties that pertain to the office.

ARTICLE IV: DUTIES OF BOARD MEMBERS

Section 5: Delta Group

1. Cooperate with and assist the Director in arranging for meetings of the Board, annual training conference, and any other meeting, which is deemed necessary by the Board.
2. Perform other duties that pertain to any of the offices.
3. Perform at the leisure of the Board Member's request.
4. Represent the interest of specialty to ensure Iowa NAFTO meets the needs of each side of the Delta within the membership and activities.

ARTICLE V: BOARD FUNCTIONS

Section 1: Meetings

1. The Board shall meet at the call of the Director or—in his/her absence—the Assistant Director, or such times and places as three or more members of the Board request.
2. Meetings shall be conducted under “Roberts Rules of Order”.

Section 2: Actions

Any action or resolution which might be taken or adopted at any meeting of the Board Members shall be deemed taken or adopted if notice of such action or resolution is duly served upon all persons entitled to vote thereon, and if such action or resolution is approved by a majority of such persons present at the time of the vote.

Section 3: Quorum

1. A majority of Board Members voting shall constitute a quorum.
2. A quorum may be established through a remote communication meeting, (i.e.: conducted by telephone and/or remote electronic medium) providing all Board Members agree to this style of meeting.

Section 4: Proxies

A member of the Board shall not be permitted to exercise the right to vote or to exercise any other right pertaining to his/her office through a proxy or alternate.

ARTICLE V: BOARD FUNCTIONS

Section 5: Powers and Duties

1. Exercise all of its corporate powers of the Association and to supervise and control business affairs, subject only to the limitations and restrictions provided by the law and by these by-laws.
2. Approve and provide procedures for approval of applications for membership in said Association.
3. Authorize the execution of contracts and other agreements necessary to the efficient conduct of business of the Association.
4. Approve the financial budget, supervise receipts and expenditures, and set up proper procedures for safekeeping and accounting of all funds of the Association.
5. Incur indebtedness in the name of the Association for such sums as are necessary for the operation and management of the Association.
6. All expenditures or encumbrances of the Association funds disbursed for the benefit of its members.
7. Determine the time and place of meetings of the Association and such other meetings as may be required by the Association.
8. Authorize the creation of standing and special committees
9. Provide for the maintenance of a complete record of the Board and of the Association as follows:
 - A. For the maintenance of membership records.
 - B. For the purpose of quarterly and annual financial reports.
10. Adopt and amend the permanent policies of the Association and adopt language which reflects the policies of the Association.

ARTICLES VI: MEMBERSHIP

Section 1: General

The qualifications of the respective classes of members of the Association are as follows:

1. A member is one whose payment of the annual dues is current or whose dues have been waived by the board's decision.
2. Membership is individually held rather than by an organization or firm.

Section 2: Active Members

1. Any peace officer as defined by state or federal law.
2. Any member of a criminal justice organization who is responsible for selection, hiring, and on the job training of his/her agency personnel, or a supervisor or manager or administrator thereof.
3. All others who meet the qualification requirements by reason of their training and experience or by other professional attainment in the criminal justice system.

Section 3: Associate Members

Any of the following persons may become associate members:

1. Members of a state or federal legislative body
2. Professors and technical staff of accredited colleges and universities engaged in teaching or research related to criminal justice
3. Persons employed by privately held companies that:
 - A. Participate and cooperate in criminal apprehension and/or prosecution, or perform a security function, or provide training relevant to the membership.
 - B. Through their business, occupational, or professional pursuits, have demonstrated outstanding support of the goals and objectives of this organization.
4. Associate members shall have all of the privileges of active members, except those of holding elected office.

ARTICLES VI: MEMBERSHIP

Section 4: Retired Members

1. Any person who is a member in good standing at the time of honorable retirement from a law enforcement or related service due to disability or having reached retirement age may continue as a member of the Association by payment of annual dues.
2. A retired member shall have all the rights and privileges of an active member.

Section 5: Honorary Members

An honorary member is one whose payments of the annual dues have been waived by the Board's decision.

Any of the following persons may become an honorary member:

1. Meets the qualification requirements by reason of their training and experience or by other professional attainment in the criminal justice system.
2. Participates and cooperates in criminal apprehension and/or prosecution, or perform a security function or provides training relevant to the membership.
3. Through their business, occupational, or professional pursuits, have demonstrated outstanding support of the goals and objectives of this organization.

Honorary members shall have all of the privileges of active members, except those of holding elected office and voting.

Section 6: Initiation and Dues

1. New members shall pay such initiation and annual dues as may be determined by the board and ratified by a majority vote of the elected board.
2. Members, thereafter, will pay annual dues.
3. Membership dues are to be collected by the treasurer.
4. Dues collected shall be forwarded to the National Chapter.
5. The National Chapter sets dues amounts.
6. Membership dues are collected on an annual basis.
7. The Iowa NAFTO treasurer with the assistance of the secretary will be responsible for keeping the records of individual members. This includes membership status and attendance of Iowa NAFTO sponsored events.

ARTICLES VI: MEMBERSHIP

Section 7: Training records and Sponsored Events

Iowa NAFTO will maintain training records of sponsored events for each attendee to include the date, name of the presentation, location, instruction and the number of hours of education for the course. The board shall attempt to hold regional training sessions throughout the state.

Section 8: Termination of Membership

The Board shall—following a hearing—have the power by vote of three-fourths of the Board to suspend or terminate the membership of any member for the following reasons:

1. Conduct that (in the opinion of the Board) disturbs the order, dignity, harmony of the Association.
2. Impairs the good name, popularity, or prosperity of the Association.
3. Conduct in violation of the by-laws or of the permanent policies of the Association which may be made from time to time.

The hearing policy shall be:

1. Upon the motion of any member of the board, the Director shall call a hearing to be conducted before the board.
2. The Director may suspend the member pending the hearing.
3. Action shall not be taking by the Director unless all members of the Board and the affected member have been notified in writing thirty (30) days prior to the meeting that a member of the Board proposes to move for such action, specifying the name of the member and to accusations made against such member.
4. The member shall have the right to appear in person and be represented by counsel at the member's own expense.
5. The proceedings shall be a closed session, and the decision of the Board shall be made in private session and shall be final and conclusive.

ARTICLE VII: MEMBERSHIP MEETINGS

Section 1: Annual Meetings

1. The Association will hold an annual conference/membership meeting.
2. The Board will determine the time and specific location of the annual membership meeting.
3. Advance notice of the annual membership meeting shall be publicized in a manner, which will allow the Board to notify each member of the Association.
4. The meeting location shall be selected to be convenient to the membership.

Section 2: Special Meetings

The Director may call special meetings of the Association.

Section 3: Quorum

A simple majority of the members in attendance at the annual membership meeting shall constitute a quorum for the transaction of any business.

Section 4: Voting

Any vote may be taken verbally, or written, at the direction of the Director.

Section 5: Procedure

If any question of parliamentary law arises which is not expressly or implicitly addressed by the bylaws of this Association, the Director shall be governed by the provisions of "Roberts Rules of Order".

ARTICLE VIII: AMENDMENTS

The bylaws may be amended in the following manner:

1. By vote of two-thirds of the member delegate present at the annual membership meeting.
2. By vote of two-thirds of the board present at one of the regular board meetings.