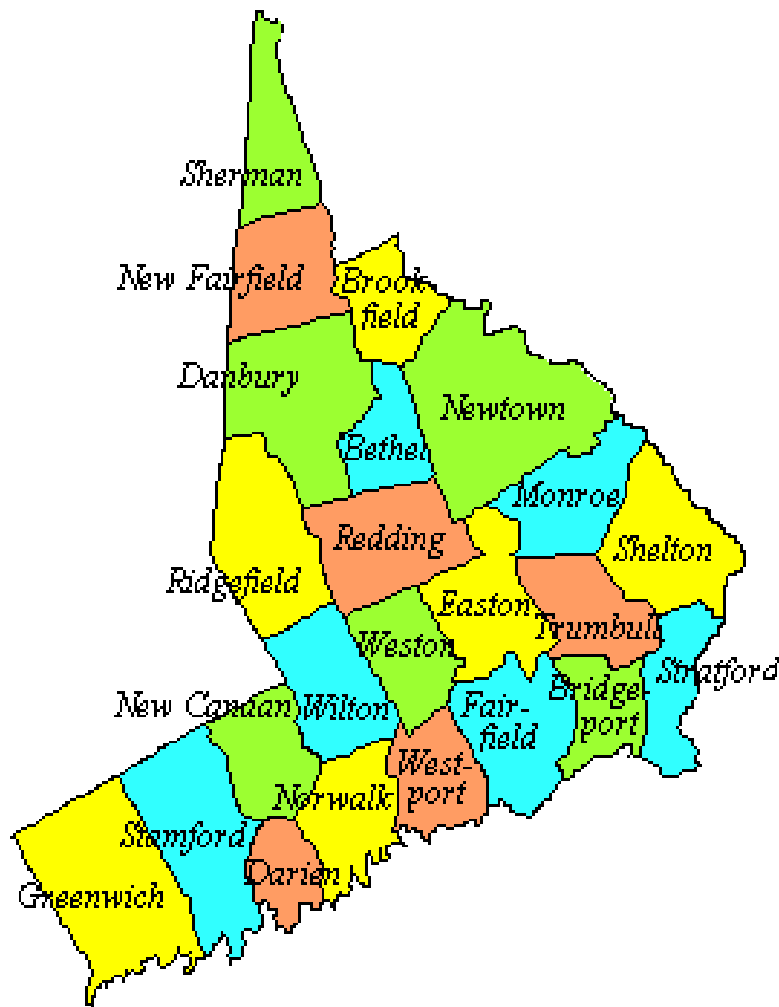


# Fairfield County Police Training Officers Association



## By-Laws

Updated May 6, 2014

## ARTICLE I

### NAME

The organization shall be known as the "Fairfield County Police Training Officer's Association," hereinafter referred to as the "Association" or the "FCPTOA".

## ARTICLE II

### PURPOSE

The purpose of the Association is to support police training in Fairfield County. In fulfillment of its purposes, the Association shall:

1. Meet at least monthly to facilitate the exchange of information, views and opinions regarding police training matters;
2. Keep abreast of Connecticut General Statutes relating to Police training and of the regulations of the Police Officers Standards and Training Council (POSTC);
3. Sponsor, on its own or with other organizations, training sessions that satisfy or surpass the minimum standards of POSTC;
4. Make recommendations to improve police training to the State and Federal Legislators representing Fairfield County, to the Fairfield County Chiefs of Police, and to members of POSTC;
5. Collect, administer and disburse all funds contracted in the name of the Association;
6. Foster cooperation among police training officers in Fairfield County and throughout Connecticut;
7. Explore solutions to common problems of police training.

## ARTICLE III

### MEMBERSHIP

#### A. COMPOSITION

The membership of the Association shall consist of Training Officers from the Police Departments within Fairfield County. Agencies from outside of Fairfield County will be permitted membership in the Association. Said membership will require a proposal of membership at a regular meeting. The members will then vote on said proposal at the next regular meeting.

Training supervisors, or their designees shall attend meetings of the FCPTOA whenever practical.

#### B. DUES

Membership dues of \$500.00 (five hundred) per Department are due and payable on June 1<sup>st</sup> of each year. Failure to pay dues prior to September 1<sup>st</sup> of each year by a member Department shall cause the termination of membership in the Association of the Department until the dues are paid.

## ARTICLE IV

### MEETINGS

#### A. MEETING DATES

The FCPTOA shall meet regularly on the first Tuesday of each month, except during the months of July and August.

Notices of meetings shall include the date, time, location and agenda of the meeting and shall be mailed or posted on the Association's website, [www.fcptoa.org](http://www.fcptoa.org), at least seven (7) days prior to the date of the meeting.

#### B. CONDUCT OF MEETINGS

Meetings shall be conducted in accordance with **Robert's Rules of Order.**

#### C. SPECIAL MEETINGS

Special meetings may be held by a call of the President or by a petition of twelve (12) or more members. Announcements of special meetings shall be made at least five (5) days before the date of the special meeting.

#### D. QUORUM

A quorum, which shall consist of twelve (12) or more members, shall be sufficient to conduct any business of the Association.

#### E. VOTING

Only duly appointed members or their proxies may vote and each Police Department represented in the Association shall have one (1) equal vote.

#### F. MINUTES OF MEETINGS

Minutes of all meetings shall be taken and maintained by the Secretary or by the Secretary's designee. Minutes shall be distributed to all members either by email or by their posting on the Association's website no later than seven (7) days following the meeting.

### ARTICLE V

#### TRAINING MATTERS

A Training Committee within the Fairfield County Chiefs of Police exists to address training matters and they shall assign a Chief or Chiefs to liaison with the Association.

### ARTICLE VI

#### OFFICERS

#### A. ELECTION OF OFFICERS

The Association shall elect a President, Vice President, Secretary and Treasurer for a term of two (2) years. Elections shall be held at the June meeting of odd numbered years, or when necessary due to attrition or at the termination of an officer's two year service. Officers may succeed themselves.

#### B. DUTIES OF OFFICERS

##### PRESIDENT

The President, when in attendance, shall preside over Association meetings. The President may appoint Committees from time to time, giving consideration to a balanced representation on each committee. All committee appointments shall be reviewed annually or as frequently as deemed necessary. The President shall be deemed an automatic member of all appointed committees, if only as an observer or advisor.

## VICE PRESIDENT

In the absence of the President, the Vice President shall preside over meetings of the Association and assume the duties of the president. The Vice President shall perform other duties as required by the President.

## SECRETARY

The Secretary shall mail, post or cause to be posted on the Association website, notices of meetings as required by these by-laws. Such notices shall include the minutes of the Association's previous meeting. In the absence of the President and Vice President, the Secretary shall preside over meetings of the Association. The Secretary shall perform other duties as required by the President.

## TREASURER

The Treasurer shall keep all financial records of the Association. The Treasurer shall receive all monies in the name of the Association and pay all Association bills as authorized at meetings. The Treasurer shall make reports to the membership at all regular meetings. In the absence of the President, Vice President and Secretary, the Treasurer shall preside over meetings of the Association. The Treasurer shall perform other duties as required by the President.

All expenditures of the Association require two (2) signatures; the Treasurer's and one (1) other Executive Board Officer or one of the Fairfield County Police Chief's Association Training Committee members; that expenditures above two hundred fifty dollars (\$250) receive approval of the membership present at any meeting such expenditure(s) are discussed before the expenditure(s) are made. Expenditures exceeding three thousand dollars (\$3000) shall receive the approval of the membership of the Fairfield County Chiefs of Police Association.

The the Fairfield County Police Training Officer's Association will arrange to have its books reviewed annually by the Chief's Association. The Association shall secure and maintain a fidelity bond for its officers.

All funds expended by the FCPTOA will be directed towards fulfilling its stated purpose in Article II of these By-Laws.

## ARTICLE VII

### CHANGES TO BY-LAWS

Changes to these By-Laws may be proposed at any regular monthly meeting. Said proposed changes must be presented in writing, copies of which must be disseminated to all members at least 2 weeks prior to the next regularly scheduled meeting for discussion. A vote to change the By-Laws will be taken at the following

regular monthly meeting or a special, properly publicized meeting at which a quorum is present. A notice must be sent to each Association member at least two (2) weeks prior to the date of a warned meeting. Said notice must include the proposed By-Law change(s).

## **Revisions**

- 2008 – Reorganized document for better flow, Replaced cover sheet to remove specific names of officers, Expanded officer's duties, Denoted nomination and election process and lengthened the terms of officers,
- 2002 – Added language that expenditures in excess of \$3,000.00 be approved by the Fairfield County Chief's Association.
- 1992 – Added three (3) member training committee within the Fairfield County Chief's Association to address training matters. That the association arrange for their finances be reviewed by the Fairfield County Chief's Association. Added that all funds be directed toward training functions.