

BYLAWS  
OF THE  
WEST MICHIGAN ASSOCIATION OF CHIEFS OF POLICE

ARTICLE 1 – NAME and OBJECTS

SECTION 1 NAME

This Organization shall be known as the WEST MICHIGAN ASSOCIATION OF CHIEFS OF POLICE.

SECTION 2 OBJECTS

The objects of this Association shall be to foster police cooperation, unity of action and the exchange of information and experience among Police Officers of West Michigan; to bring about the recruitment and training in the Law Enforcement Profession of qualified persons and to encourage adherence of all law enforcement personnel to high professional standards of conduct.

ARTICLE II – MEMBERSHIP

SECTION 1 MEMBERSHIP

Classes of Membership - the membership of the Association shall be classified and defined as follows: Active-Voting, Active, Associate, Life, and Sustaining Member. Active-voting and active members shall be from the following counties: Allegan, Barry, Berrien, Branch, Cass, Calhoun, Kalamazoo, Kent, Muskegon, Ottawa, St. Joseph, and Van Buren.

Application for membership shall be submitted on forms and in such a manner as the Executive Board may prescribe.

- A. Active-Voting Members - Any non-elected, full time salaried and licensed chief criminal law enforcement officer of any duly constituted enforcement agency; the heads of other governmental security agencies; the heads of quasi-governmental police or security agencies who are certified by the Michigan Commission on Law Enforcement Standards, in the state of Michigan is eligible for active-voting membership
- B. Active Member - Any person, not eligible for active-voting membership, but qualified by training and experience in police or other law enforcement activity, or by other professional attainments in police science or administration, or criminal justice education, shall be eligible for active membership, subject to the following provisions:

1. Any member of any duly constituted law enforcement agency shall require the recommendation of the member's agency's chief/director.
  2. Upon retirement or resignation from active police service, active-voting members shall be transferred to the active membership class.
  3. Active members shall have all the privileges of active-voting members except that of holding office or amending the constitution or bylaws.
- C. Associate Members - Any reputable person, not eligible for active-voting or active membership, but qualified by interest, business liaison or association with law enforcement, shall be eligible for associate membership in this association. Associate members shall have all the privileges of active membership.
- D. Life Members - Any active-voting, active or associate member, in good standing as of the end of the proceeding calendar year, with more than 10 years of continuous membership, may be elected a life member at the business session of any annual or semi-annual meeting of the association, by a two-thirds vote of the members present and voting. Provided:
1. Said member shall have been honorably retired from police service; and
  2. Said member shall have been recommended by the executive board.
  3. All past presidents of this association who have been honorably retired from the police profession shall be granted life Membership in this association.
  4. Life membership shall have all the rights and privileges of the membership held at the time of election to life membership, except that no life member shall hold office.
- E. Sustaining Members - Persons who are donors of funds to or otherwise supporting the Association for the purpose of advancing or improving the police profession may be invited by the executive board to become sustaining members of this association, under such rules as the executive board may establish. If the invitation is accepted, such membership shall include all privileges, except holding office and voting.

## SECTION 2 DUES

The annual dues of active-voting and active members shall be thirty (\$30.00) dollars. The annual dues of associate members shall be forty (\$40.00) dollars. The minimum donation which shall qualify for sustaining membership recognition shall be one hundred (\$100.00) dollars.

Membership dues may be changed at any annual or semi-annual meeting by a majority vote of the members present at the meeting. The membership year shall be January 1st through December 31st.

Life members shall be issued a membership card so stating. No dues are to be collected from Life members.

## SECTION 3 RESIGNATION

Any member may submit notice, in writing, to the executive board stating their desire to resign their membership in this association.

## SECTION 4 DISQUALIFICATION

In the event that any member of this association becomes unable to meet the requirements for membership set forth in Section 1 of this Article, the executive board shall notify said member of their failure to meet the qualification and shall remove said member's name from the membership rolls.

Any member delinquent in the payment of dues for a period of six (6) months the name of such member may be removed from the membership rolls.

## SECTION 5 ACTIONS AGAINST MEMBERS

The executive board may censure, suspend, or expel any member for cause, provided that notice of such proposed action and reasons therefore be mailed or given said member ten (10) days in advance of such action. Provided further, that such member shall have an opportunity within ten (10) days after notice to answer such charges in writing, directed to the secretary for consideration by the executive board or said member may request a hearing before such board, which hearing shall be held at such time, place and manner as may be prescribed by the board. An appeal from the decision of the executive board may be taken at the next annual or quarterly meeting of the association, where, by a majority vote of the members such decisions may be sustained, reversed, or modified.

## ARTICLE III - OFFICERS

### SECTION I OFFICERS

There shall be the following officers of this association: president, a vice president elected from MACP District 5 and a vice president elected from MACP District 6, secretary, treasurer and trustee. They shall be known as the executive board. In limited circumstances, and with executive Bboard approval, one (1) senior command officer may serve on the executive board, in lieu of that agency's chief, and will assume that active voting authority. No more than one (1) member of a recognized organization may serve on the executive board concurrently.

### SECTION 2 NOMINATIONS

It shall be the duty of the active-voting membership to nominate at least one (1) candidate for each vacant office at the annual meeting.

### SECTION 3 ELECTIONS

The candidate receiving the majority of the number of votes cast for each office shall be declared elected and shall hold office for their term of office or until their successor has been qualified and elected. In the event that no candidate receives a majority of the votes on the first ballot, another ballot shall be taken between the two candidates receiving the highest number of votes on the first ballot, and the one receiving the majority of votes shall be elected.

Newly elected officers will take over their new positions at the summer meeting.

### SECTION 4 FILLING VACANCIES

In the event that any officer of the association ceases to be a member, as defined in Article II Section 1, the remaining officers of the association shall declare that office vacant.

If the vacancy occurs in the office of the president, the 1<sup>st</sup> vice president shall become the president.

If the vacancy occurs in the office of one of the vice presidents, the remaining officers shall appoint a person from within the membership of the association from the appropriate MACP district to fill that position. Said appointment shall be valid until the next annual meeting of the association.

When the vacancy occurs in the office of the secretary or the treasurer, the remaining officers shall fill such a vacancy by appointment from the membership of the association. Such an appointment shall be effective only until the next annual meeting of the Association.

## SECTION 5 PRESIDENT

The president shall preside at all meetings of the association and shall act as the chairperson of this association. The president shall appoint such standing and special committees and chairpersons thereof as are authorized by the bylaws of the association, or the executive board.

The president shall be responsible for the proper function of all committees and shall perform such other duties as may be assigned to them from time to time by the executive board or by resolution of the association. The president may also appoint any member of the association to act as the representative of the association in specifically prescribed matters. The term of this office is two (2) years.

## SECTION 6 VICE PRESIDENTS

It shall be the duty of the vice president to perform all of the duties of the president during the president's absence. There will be a 1<sup>st</sup> and 2<sup>nd</sup> vice president position of the executive board, one from each District (5/6). The 1<sup>st</sup> VP will assume the president appointment upon term completion, or a vacancy. Upon the appointment, the 2<sup>nd</sup> VP will assume the 1<sup>st</sup> VP position and a new 2<sup>nd</sup> VP position will be selected from the required district (5/6). The term of this office is two (2) years.

## SECTION 7 SECRETARY

The Secretary shall give due notice of all meetings of the association and its executive board and shall keep the official minutes thereof and perform such other duties as may be designated by the executive board.

The secretary shall work with the treasurer to maintain a list of current members of the association and regularly update the list as members are added or removed. The membership list should include the name of the member, the affiliated agency, the membership type, contact information and dues payment status.

The secretary should attempt to contact all known persons eligible for membership in the association, providing them with a membership application. If a member is known or believed to no longer be eligible for membership in the association, the secretary should attempt contact with that person to confirm the change in status and offer the appropriate alternative membership status. The term of this office is three (3) years.

## SECTION 8 TREASURER

The treasurer shall be held responsible for the custody of all funds and securities belonging to the association and may determine the manner of depositing and safeguarding such funds. Upon

approval of the executive board the treasurer may invest association monies in bonds and or securities. The treasurer shall disburse funds only in accordance with the provisions of these bylaws and the rules established by the executive board.

The association shall maintain a 501(c)3 compliant Community Project Fund at the Battle Creek Community Foundation. This account provides the association the 501(c)3 status to receive donations and liability coverage for the Annual WMACP Golf Event. The account will include the treasurer, president, and a vice president's signature authority for expenses. Quarterly account fund reports will be generated and produced at each association meeting, or at the discretion of the executive board.

Annually, the treasurer shall send a written invoice to each member for membership dues. The notice may use physical or electronic media. The treasurer shall also receive the membership invoices and payments and record the dues payment status. It shall also be the duty of the treasurer to provide each member of the association with a receipt of dues from such member. The treasurer will work with the secretary to make sure the membership list is current.

It shall be the treasurer's duty to make a full financial report to the association at its annual meeting, submitting such a report for audit and approval by the executive board before action by the association. The treasurer shall promptly deliver all monies, securities, bonds, papers, books and other properties of the association to their successor in office or to whomsoever the executive board may designate to receive the same. The term of this office is three (3) years.

## SECTION 9 TRUSTEE

The Trustee shall be the immediate past president of the association. If for any reason, there is not an immediate past president of the association to fill the office of trustee, the members of the association shall elect a trustee during their annual meeting. The term of this office shall be two (2) years.

## ARTICLE IV - COMMITTEES

### SECTION 1 APPOINTMENT

The president shall appoint such committees as are deemed necessary to conduct the business of the association.

### SECTION 2 EXPENSES

Actual expenses incurred by the committee shall be paid by the Treasurer, provided that such expenses were authorized by the Executive Board PRIOR to their expenditure.

## ARTICLE V - MEETINGS

### SECTION 1 TIME AND PLACE

The association shall meet quarterly to include: the MACP summer conference, the MACP mid-winter conference, and a spring and fall meeting. They will be scheduled at a time and place determined by the executive board. The spring meeting will serve as the association's annual meeting for the purposes of nominating and electing boards members who will take office at the summer meeting.

### SECTION 2 SPECIAL MEETINGS

Special meetings of the Association shall be called by the president at the direction of the executive board provided that written notice thereof shall be mailed, together with the agenda of the business to be conducted and stating the time and place of the meeting, to each member at least fifteen (15) days prior to the date of the meeting. The president may call a meeting of the executive board at any time.

### SECTION 3 AGENDAS AND NEW/OLD BUISNESS

All business items shall be presented with an agenda, in writing, to the executive board for study and the executive board shall present the new and old Business, with recommendations or for action or a progress report in lieu thereof, to the membership at the next meeting of the association for action by said membership.

Every agenda item presented to the executive board shall be titled by the board and dated.

Any agenda item which is adopted by the association shall be published in the minutes of the proceedings. All agenda items rejected shall be referred to by their title and date.

### SECTION 4 RULES OF ORDER

Robert's Rules of Order shall govern the procedures at any regular or special meeting, or conference of this association.

### SECTION 5 QUORUM

Four members of the executive board, one of whom must be either the president or a vice president shall constitute a quorum for an executive board meeting.

Fifteen (15) members of the association, three (3) of whom must be members of the executive board, shall constitute a quorum for the association meetings.

## ARTICLE VI - AMENDMENT

### SECTION 1    PROCEDURE FOR AMMENDING

These bylaws may be amended at any meeting of the association by a vote of the majority of the active voting members present and voting, provided a notice of such meeting describing the proposed amendment(s) to be voted upon shall have been mailed/email by the executive board to all members at least fifteen (15) days prior to said meeting.