

CONSTITUTION

Kentucky Association Of Chiefs of Police, Incorporated

ENACTED AT BOWLING GREEN, KY on
JULY 30th, 2001

A CONSTITUTIONAL COMMITTEE MET IN LEXINGTON ON DECEMBER 28, 2000 TO RE-DRAFT THE CONSTITUTION OF THE KENTUCKY ASSOCIATION OF CHIEFS OF POLICE. THE COMMITTEE CONSISTED OF THE FOLLOWING MEMBERS:

Chief Charles J. Melville, Chair, Cincinnati/Northern Kentucky International Airport Police Department
Chief Rebecca Langston, University of Kentucky Police Department
Director Ed Mercer, Kentucky Alcoholic Beverage Control
Marshal Doug Hamilton, US Marshal's Office, Western District of Kentucky
Mr. Danny Smith, Law Enforcement Liaison, US Attorney's Office, Eastern District of Kentucky
Mr. Howard Langston, Retired – Lexington Police Department
Executive Director, Craig Birdwhistell

THE DRAFT CONSTITUTION WAS PRESENTED TO THE GENERAL MEMBERSHIP AT THE ANNUAL CONFERENCE IN BOWLING GREEN, KENTUCKY, JULY 30, 2001 AND APPROVED BY VOICE VOTE WITH CHANGES SPECIFIED IN THE MINUTES OF THE JULY 30, 2001 MEETING.

ARTICLE II AMENDED AND APPROVED BY WRITTEN BALLOT OF THE GENERAL MEMBERSHIP AT OWENSBORO, KY ON JULY 27, 2005.

ARTICLE II AMENDED AND APPROVED BY WRITTEN BALLOT OF THE GENERAL MEMBERSHIP AT LEXINGTON, KY ON AUGUST 1, 2013.

KENTUCKY ASSOCIATION OF CHIEFS OF POLICE

CONSTITUTION

ARTICLE I

NAME AND PURPOSE

Section 1 : This body shall be known as the Kentucky Association of Chiefs of Police, Incorporated.

Section 2: The principal office of this Association shall be located in the city of Richmond, Kentucky or any other location within the Commonwealth as authorized by the Executive Board.

Section 3: The purposes and objectives of this association are:

To secure the closer official and personal cooperation among law enforcement professionals and the citizens of the Commonwealth of Kentucky;

- a.) To secure proper legislation for the protection of the citizens of the Commonwealth and the advancement and welfare of the law enforcement profession;
- b.) To promote public safety and citizen awareness in the Commonwealth;
- c.) To disseminate information on methods and procedures to prevent and combat crime;
- d.) To foster high professional standards of conduct for all law enforcement officers.

Section 4: Any matter of procedure not specifically provided for in this constitution shall be governed by Robert's Rules of Order.

ARTICLE II

MEMBERSHIP

Section 1: Classes of membership; the membership of the Association shall be classified as follows: primary active, secondary active, administrator, life, retired, associate and honorary.

Section 2: Any member who by virtue of a change in job status no longer meets the criteria for active membership shall cease to be an active member. The Executive Board retains the right to deny membership to any person for cause.

Section 3 - 1: Primary Active Members: The following persons shall be eligible to be primary active members and qualified to hold office and vote in any general membership election:

- a.) the Chief of Police or seconds-in-command of any Police Department in Kentucky;
- b.) the Sheriff and Chief Deputies of any Sheriff's Office in Kentucky;
- c.) the Chief Law Enforcement Administrator and seconds-in-command of any federal or state law enforcement agency operating in Kentucky;

- d.) the Chief Law Enforcement Administrator and his or her immediate assistants of each major railroad operating in Kentucky; and

Section 3 – 2: Secondary Active Members: The following persons shall be eligible to be secondary active members, may vote in any general membership election, but may not hold office.

- a.) Kentucky State Police Majors and Post Commanders
- b.) Executive Command Staff Members of Sheriff’s Offices in Kentucky counties containing Cities of the First and Second Class as defined in Kentucky Revised Statutes 81.010. For the purposes of this section, Executive Command Staff Members shall include the rank of Lieutenant Colonel, Major or Captain, if those ranks are not included in Section 3-1.
- c.) Executive Command Staff Members of Police Departments of Cities of the First and Second Class as defined in Kentucky Revised Statutes 81.010. For the purposes of this section, Executive Command Staff Members shall include the rank of Lieutenant Colonel, Major/Commander or Captain, if those ranks are not included in Section 3-1.

Section 4: Administrator Members: Administrator members are persons who are employed full-time in an administrative or supervisory capacity in law enforcement. Administrator members shall enjoy all the privileges of active membership except the right to vote or hold elective office.

Section 5: Retired Members: Any Active or Administrator member of the association who honorably retires from law enforcement. Retired members shall enjoy all the privileges of Active membership except the right vote or hold elective office. Any retired member who returns to active duty in law enforcement in a capacity making them eligible for Active or Administrator membership shall have their Retired membership suspended until such time as they again leave active law enforcement duties. Active members who do not meet the qualifications for Life Membership at the time of retirement may petition the Executive Board for Life member status after ten (10) years continuous membership in the association.

Section 6: Life Members: Any Active member with ten (10) years of continuous membership in the association or any Past President of the association who honorably retires from law enforcement. Any Life member who returns to active duty in law enforcement in a capacity making them eligible for Active membership shall have their Life membership suspended until such time as they again leave active law enforcement duties. Life members may vote and serve on committees but may not hold elective office except that of Retired Members Section Chair. Life members are exempt from dues. The Executive Board shall approve all Life Memberships. Life members who are in good standing with the association at the time of enactment of this section (July 27, 2005) shall retain their Life membership.

Section 7: Associate Members: Any professional or business person shall be eligible to be an associate member. Associate members shall enjoy all the privileges of active membership except the right to hold elective office or to vote. The Executive Board can establish different categories of Associate Membership.

Section 8: Honorary Members: Honorary membership shall be reserved for those persons nominated by an active member and approved by the Executive Board. Honorary membership may be granted to those persons who have demonstrated support and loyalty to the criminal justice system. An honorary member shall enjoy all the privileges of membership except the right to vote or to hold elective office.

ARTICLE III

SELECTION OF OFFICERS

Section 1: The officers shall be elected from the active membership and shall consist of a President, First, Second and Third Vice-Presidents, and Sergeant-at-Arms, all of whom shall hold their respective offices for a period of one year or until their successors shall be elected, qualified and installed.

Section 2: The officers shall be elected at the annual conference by a majority vote of the members present and qualified to vote. The elected officers shall be installed at the annual conference. When a vacancy occurs on the Executive Board, at the next session of the Executive Board, an appointment to fill said vacancy shall be made by majority vote. The terms of such appointment shall continue until the next annual conference.

Section 3: The Treasurer and Chaplin shall be appointed by the President and approved by a majority of the Executive Board.

Section 4: Nominating Procedures: The following procedures shall be used to nominate officers of the organization.

- a.) All candidates must be an active member of the KACP in good standing.
- b.) Candidates must notify the chair of the Nominating Committee in writing of their intention to seek office and the position they are seeking 60 days prior to the KACP annual conference.
- c.) The candidate shall provide a photograph and resume to the Nominating Committee at the time of notification to seek office.
- d.) The chair of the Nominating Committee will provide written documentation to the candidate verifying the candidate's qualification to hold office within 30 days of receiving the intent to seek office.
- e.) Officers who hold the positions of 1st, 2nd, and 3rd Vice President shall automatically ascend to the next higher office unless another qualified candidate has filed their intention to seek the position. The chair of the Nominating Committee shall notify the Executive Board of any member who has qualified to seek office and the position they are seeking.
- f.) Names of current office holders will automatically be placed in nomination for the next higher office unless they have notified the chair of the Nominating Committee to remove their name from nomination.
- g.) All candidates qualified by the Nominating Committee may have their name placed in nomination for office at the 1st general session of the KACP annual conference
- h.) A vote of the general membership will be taken at the 2nd general session of the KACP annual conference to elect officers from the field of qualified candidates.

ARTICLE IV

DUTIES OF OFFICERS

Section 1: President: The President shall preside at all meetings, preserve order and decorum, and decide all questions of order. He/she shall not vote except to break a tie vote on any question before the Executive Board or the general sessions. The President shall also act as chair of the Executive Board. He/she shall appoint all standing and ad hoc committees. The President shall oversee the functioning of all committees, and perform such other duties as may be requested by the Executive Board or by resolution of the Association.

Section 2; Vice-Presidents: The Vice-Presidents shall perform such duties as may be assigned to them by the President or the Executive Board.

The First Vice-President shall serve as the chair of the Conference Committee.

The Second Vice-President shall serve as the chair of the Membership Committee.

The Third Vice-President shall serve as the chair of the Finance and Audit Committee.

The Immediate Past-President shall serve as chair of the Nominating Committee.

In the absence of the President, the Vice-Presidents, in order of succession, shall perform the duties of the President.

Section 3: Treasurer: The Treasurer shall be responsible for the custody of all funds and securities belonging to the Association, and may determine the manner of depositing and safeguarding such funds and securities as approved by the Executive Board. He/she shall receive all monies for dues and from other sources for the Association, and shall disburse funds only in accordance with the provisions of the constitution and rules established by the Executive Board. The Treasurer shall make a financial report at each meeting and make a complete financial report to the finance and audit committee prior to its presentation at the annual conference.

The Treasurer shall be bonded. He/she shall promptly deliver all monies and securities to his/her successor in office, or to whomever the Executive Board may designate to receive the same.

Section 4: Sergeant-at-Arms: It shall be the duty of the Sergeant-at-Arms to insure the security of all meetings as to the credentials, identification of participants and orderliness of the members. In addition, he/she shall be the official tally clerk for votes taken at said meetings. In his/her absence from any meeting, the President may appoint an alternate to assume the duties of Sergeant-at-Arms.

Section 5: Chaplain: The position of Chaplain is a non-voting member of the Executive Board and appointed by the incoming President during the annual training conference. The Chaplain shall hold the office for a period of 1 year or until a successor is appointed. The Chaplain shall be responsible for the spiritual needs of members, attending to the ill and bereaved and any other duties designated by the President or Executive Board.

ARTICLE V

EXECUTIVE DIRECTOR

Section 1: The Executive Director shall be appointed by a majority of the Executive Board for a period not less than two (2) years. He/she shall be an ex-officio member of the Executive Board. He/she shall receive compensation as approved by the Executive Board. The Executive Director shall serve as secretary of the Association and perform such other duties as designated by the Executive Board.

ARTICLE VI

REGIONAL DIVISIONS

Section 1: The KACP is organized into the following eight regions:

1. NORTHERN REGION:

Boone County	Campbell County	Carroll County	Gallatin County
Grant County	Kenton County	Owen County	Pendleton County

2. NORTHEASTERN REGION

Bath County	Bracken County	Boyd County	Carter County
Elliott County	Fleming County	Greenup County	Lewis County
Mason County	Menifee County	Montgomery County	Morgan County
Robertson County	Rowan County		

3. EASTERN REGION

Breathitt County	Floyd County	Harlan County	Johnson County
Knott County	Lawrence County	Leslie County	Letcher County
Magoffin County	Martin County	Perry County	Pike County
Wolfe County			

4. EAST CENTRAL REGION

Anderson County	Bourbon County	Boyle County	Clark County
Estill County	Fayette County	Franklin County	Garrard County
Harrison County	Jessamine County	Lincoln County	Madison County
Mercer County	Nicholas County	Powell County	Scott County
Washington County	Woodford County		

5. CENTRAL REGION

Allen County	Barren County	Breckinridge County	Butler County
Edmonson County	Grayson County	Green County	Hardin County

Hart County
Meade County
Simpson County

Larue County
Metcalf County
Taylor County

Logan County
Monroe County
Warren County

Marion County
Nelson County

6. WESTERN REGION

Ballard County
Christian County
Graves County
Hopkins County
McClellan County
Todd County

Caldwell County
Crittenden County
Hancock County
Livingston County
McCracken County
Trigg County

Calloway County
Daviess County
Henderson County
Lyon County
Muhlenberg County
Union County

Carlisle County
Fulton County
Hickman County
Marshall County
Ohio County
Webster County

7. NORTHWESTERN REGION

Bullitt County
Shelby County

Henry County
Spencer County

Jefferson County
Trimble County

Oldham County

8. SOUTHEASTERN REGION

Adair County
Clinton County
Laurel County
Pulaski County
Whitley County

Bell County
Cumberland County
Lee County
Rockcastle County

Casey County
Jackson County
McCreary County
Russell County

Clay County
Knox County
Owsley County
Wayne County

- a.) Membership in Regions shall require membership in the Kentucky Association of Chiefs of Police.
- b.) Region officers shall consist of Chair, Vice-chair and Secretary.
- c.) Regional officers shall be elected by the active members at a regional meeting, If elections are not held, the Regional Chair shall be appointed by the President in consultation with the Executive Board. Regional officers shall assume their duties at the annual conference,
- d.) The Regional Chair or in his/her absence, a designated member of the region, shall serve as a member of the Executive Board of the association as set forth in Article VII.

Section 2: In addition to the Regional Chairs, one Chair for each of the following will be elected to the Executive Board: Railroad Police, University Police, State Law Enforcement Agencies, Federal Law Enforcement Agencies and Retired Members. These five members of the Executive Board will be elected by the voting representatives from the respective police organizations. In the absence of a meeting and voting, the President in consultation with the Executive Board will appoint a representative.

ARTICLE VII

EXECUTIVE BOARD

Section 1: The Executive Board shall consist of the President, First, Second and Third Vice-Presidents, Treasurer, Immediate Past-President, Sergeant-at-Arms, the Chair of each of the eight (8) regional divisions, and the five (5) Chairs as enumerated in Section 2 of Article VI. The Executive Director shall serve as an ex-officio member of the Executive Board. The Chaplain shall be a nonvoting member of the Executive Board.

Section 2: The President shall serve as Chair of the Executive Board, shall set the dates, times and places of any meetings and shall preside at all meetings.

Section 3: The Executive Board shall handle the business of the Association and the President shall report at each Association meeting on any decisions made by the Executive Board.

Section 4: The President may, upon the request of a majority of the Executive Board members, call special meetings.

Section 5: The Executive Board may cause accounts to be audited and may disseminate literature to promote the interests of the Association. A majority of its members shall constitute a quorum.

Section 6: The Executive Board shall recommend a dues schedule to the general membership for approval at any general membership meeting.

ARTICLE VIII

STANDING COMMITTEES

Section 1: Standing Committees. The association shall have the following standing committees:

Conference Committee	Membership Committee	SACOP Committee
Finance and Audit Committee	Legislative Committee	
Nominating Committee	Training and Education	
Professional Standards	Publications and Information	

The Conference Committee will be responsible for the planning and organization of the annual conference.

The Membership Committee will be responsible for encouraging and promoting membership in the association.

The Finance and Audit Committee will be responsible for establishing a budget, overseeing expenditures and conducting an annual audit of the association's finances.

The Legislative Committee will represent the legislative interests of the association.

The Nominating Committee at the business session of the annual conference will qualify at least one candidate for each office. In the event no candidate is available for a particular office, the nominating committee shall seek eligible nominees. The nominating committee will meet on the first business day of the annual conference and proper notice of said meeting will be publicized to the membership.

The Training and Education Committee will be responsible for establishing training opportunities for the association and for evaluating police training and training standards in the Commonwealth.

The Professional Standards Committee shall monitor and examine external activities which affect the police profession in the Commonwealth. The professional standards committee shall oversee the Accreditation Program of the Kentucky Association of Chiefs of Police.

The Publications and Information Committee shall be responsible for coordinating and recommending ways in which to provide information to the membership on a timely basis. The committee will also coordinate information gathering for the association's newsletter, the website, and other publications.

The SACOP Committee Chair will be the organization's representative to the IACP State Association of Chiefs of Police.

ARTICLE IX

MEETINGS

Section 1: The general membership normally shall meet four (4) times a year. Such meetings normally shall be in the months of February, May, August and October/November. The summer meeting shall be designated as the annual conference.)

Section 2: Special Meetings. Special meetings of the general membership may be called by the President at the direction of a majority of the Executive Board. Written notice, to include an agenda and the date, time, and location of the meeting shall be mailed to the general membership at least ten (10) days in advance. No action binding on the Association may be taken at such meetings unless the subject matter thereof is included in such notice.

Section 3: The Executive Board shall meet in regular session six (6) times per year.

Section 4: Special Meetings of the Executive Board. Special meetings of the Executive Board may be called by the President at the direction of a majority of the Executive Board; provided that written notice thereof shall be mailed, together with the agenda of business to be conducted and time and place of meeting, to each member of the Executive Board at least five (5) days in advance. No action binding on the Association may be taken at such meetings unless the subject matter thereof is included in such notice.

Section 5: Regional Meetings. Regional meetings should be held at least three times a year by each region and may coincide with meetings of the general membership.

ARTICLE X

AMENDMENTS

Section 1: This constitution may be amended at a General Membership Meeting, Amendment requires a favorable vote of two-thirds of the eligible voting members present.

Section 2: Any proposed amendments shall be submitted to the Executive Board for consideration. If a majority of the members of the Executive Board vote in favor of such proposed amendment, the Executive Board shall direct the Executive Director to submit the proposed amendment in writing to all members of the Association at least thirty (30) calendar days prior to the general membership meeting.

Section 3: If any proposed amendment fails, it may be resubmitted to the Executive Board for reconsideration. In such case, the amendment process shall be repeated.

Section 4: To supplement this constitution and to promote efficient administration and operation of the Association, the Executive Board may enact and promulgate bylaws by majority vote of the Executive Board. Such bylaws may be enacted and amended at any Executive Board meeting at which a quorum is present.

ARTICLE XI

GRANTS AND CONTRIBUTIONS

Section 1: Grants and contributions. Applications for external funding, acceptance of grants and contributions, and administration of said funds shall be the sole duty and responsibility of the Executive Board.

KACP BYLAWS AND OPERATIONAL POLICIES

PRESIDENT MAY AUTHORIZE EXPENDITURES UP TO \$500.00

The President is hereby given the authority to authorize any expenditures up to \$500.00 without Executive Board approval. The purpose of this policy is to allow the President to conduct Association business at times when it is not feasible for the Executive Board to meet and deliberate such expenditures. The President will report and account for said expenditures at the next meeting of the Executive Board.

REIMBURSEMENT FOR ACCREDITATION VISITS AND REVIEWS

Accreditation activities are vested with the Professional Standards Committee. Members and other personnel involved in the accreditation process will be remunerated by the Association. Initial review of the department's policies and standards remunerated at the rate of \$250.00 and site visits are remunerated at the rate of \$150.00 per person.

RETIRED MEMBERS OF THE EXECUTIVE BOARD REIMBURSED

Retired members of the Executive Board will have their expenses paid to Executive Board meetings. Said expenses include: mileage, lodging, and meals. Any reimbursements will be consistent with any other Policies and Procedures which may exist. Lodging will be reimbursed only in those cases where same-day driving is not feasible.

REGIONAL DEVELOPMENT PROGRAM

The Executive Board has created a regional development program for the purpose of assisting the regions and departments within the regions to develop and professionalize. A sum of \$3000.00 will be made available to each region annually. The regional chair shall request funds from the Treasurer. The Treasurer will consult with the President, Chair of the Professional Standards Committee, the Chair of the Training and Education Committee, and the Executive Director to review and approve applications and to report to the Executive Board. The regional chair shall be responsible for filing a report with the Treasurer once the funded project is completed.

PRESENTATION OF THE BUDGET

The Third Vice-President shall present a budget for approval to the Executive Board prior to the beginning of the next fiscal year starting October 1. The budget shall be presented at the next General Membership meeting after approval by the Executive Board.

EXECUTIVE DIRECTOR AND TREASURER SHALL BE BONDED

The Treasurer will purchase a bond in the amount of \$100,000 for the Treasurer and Executive Director.

DEATH BENEFIT FOR CHIEFS

The Association shall pay \$1,000 to the next of kin for any law enforcement member who dies in the line of duty.

UNIVERSITY SCHOLARSHIP PROGRAM

The Association shall implement a Criminal Justice University Scholarship Program whereby six (6) \$500 scholarships are awarded each year. The Executive Director will mail applications and information to each two-year, four-year, and graduate degree criminal justice program in the state. The Training and Education Committee shall meet and decide who will receive the awards.