

Article 7

Impeachment

1. Any officer may be removed for any violation of the provisions of the by-laws or for any personal conduct that may bring discredit upon the Association.
2. Charges for the impeachment of any officer may be initiated by any two (2) members in good standing or a complaint committee appointed by the President and shall be presented in writing before the membership at a regular meeting for final action. The accused officer will be given a copy of the charges against them and notified of the meeting at which their trial will be held not less than ten (10) days prior to the meeting. The accused shall be given the right to present evidence in their behalf at this meeting.
3. Upon the order of two-thirds (2/3) of the members present at the regular meeting hearing charges of impeachment against the officer, the accused shall be removed from the office and never again hold any office in the Association. The same evidence may be used later for suspension or revocation of membership.

Article 8

Membership

1. Full membership to this Association shall be open to any active full time paid law enforcement officer, Federal, State, County or municipal, who is a canine handler, trainer or administrator, pending approval of regional elected officers. This shall include members of the Military Police who may be canine handlers, trainers or administrators.
2. A full member to this Association who retires while being in good standing, or no longer is a canine handler, trainer or administrator, shall retain the benefits of

the Association with the exception of holding the offices of National presidency, National Vice-presidency or Regional presidency.

a. A member in good standing is the status assigned to a member when he or she has remained current on organizational dues and payments. Additionally, he or she must file required reports such as registration of membership in a timely manner. *Approved 9/25/16 in New Jersey.*

3. Any full member may continue as such in the event that they enter military service and later returns to canine law enforcement on a full time basis.
4. An Associate membership may be held in the Association under the following conditions:
 - A person who trains canines for an established law enforcement agency.
 - A retired (not a member at retirement) full time paid law enforcement officer, either Federal, State, County, or municipal, who was a canine handler, trainer or administrator.
 - Associate membership must have the approval of Regional Elected Officers.
 - Associate membership shall have voting privileges but cannot hold Regional or National office.
 - An Honorary membership may be bestowed on a person for distinguish or meritorious acts in the field of canine service.
5. There shall be a Special Membership to the USPCA. These members shall be any persons so designated by a Regional Executive Board. Detector Dog Handlers whose work is done primarily for Law Enforcement, but are not employed by a Law Enforcement Agency full time or otherwise may be granted Special membership to the USPCA with sponsorship in writing from a LEA who they have worked for as well as approval from the Region Board in which they reside. The sponsorship letter shall be included with their yearly membership application. Special members who meet these qualifications can be allowed to obtain a USPCA certification on a Regional level only from the geographical Region in which they reside. A Special member shall be liable for dues or assessments. They may attend regular meetings and may be heard at the discretion of the

President. Special members cannot hold office, nor do they have voting privileges.

6. Any member may be dropped from the Association for non-payment of dues, upon final conviction of any criminal charge, for any acts that might bring discredit to the Association or using the Association or its name for personal gain or profit. Upon notification in writing of any of these circumstances by at least two (2) members in good standing, to the Executive Board of the Region/District, the member shall be notified in writing of the circumstances charged. An investigation will be instituted by the Region/District Executive Board and a two-thirds (2/3) vote of the Region/District at a scheduled meeting shall cause a member to be dropped from the membership rolls.

a. Additionally, the National Executive Board may, immediately, suspend a member for cause by simple majority vote. Upon voting to suspend a member, the Executive Board must within 48 hours:

1. Notify the suspended member of their decision.
2. Advise the suspended member of their reason of the suspension.
3. Notify the member's Regional Executive Board of the suspension and charges.
4. Present all relevant information and minutes of the voting to the ethics committee for their investigation.

b. The Ethics Committee, along with the members' Regional President or his/her designee, will have thirty (30) days to conduct an investigation into any and all charges.

1. The Ethics Committee may employ the assistance of the members' Regional President or his/her designee.

c. If at the end of thirty (30) days the Ethics Committee has not finished its investigation, they must notify the suspended member and ask the National Executive Board for a one-time 30 day extension.

d. Upon completion of its investigation, the Ethics Committee must report back to the National Executive Board with their findings and recommendations.

e. A member who is temporarily suspended pending an investigation by this Association may not receive, nor may they issue, any certification by and of this Association.

f. The Executive Board will have ten (10) days to act on the findings of the Ethics Committee investigation. *Approved 9-25-16 in New Jersey*

7. All applications for membership shall be in writing or in an electronic form, using applications provided for that purpose, and accompanied by the prescribed fee. If the Regional Executive Board so decides, applications may be referred to the National Executive Committee for investigation.
8. An applicant, having been elected to membership by the Region/District shall be notified and may present themselves at the next meeting and subscribe to the following pledge:

"I, (members name), do hereby of my own free will, pledge upon my sacred honor to support the Constitution and By-Laws of this Association. That I will obey the resolutions adopted from time to time, not incompatible with my oath as a police officer; and I further more promise that I will forward and defend the interest of this Association by all honorable means within my power."

9. Once an officer is elected, they will be allowed to complete their term if they are honorably retired.
10. Lifetime Membership – If a member in good standing has paid their dues for thirty (30) consecutive years they will be considered "lifetime" members and no longer have to pay yearly National dues. They will be kept on the roll of members as long as they submit a renewal form each year.
11. Personal information of USPCA members is available for the National Executive Board only for the purpose of official USPCA business. Officers and members running for office in this Association will not use membership information for campaigning purposes. On request or receipt for a member's information from persons other than Officers of Regions/Districts or National Executive Boards, the member is to be contacted and:

- a. Be advised that a request has been made and who is making the request
and
- b. Giving the option to release or with hold the requested personal information.

Article 9

Meetings

1. The National President shall call at least two (2) regular meetings of the National Executive Committee during the calendar year. The National President shall set dates for such meetings with the approval of a majority of the Executive Committee.
2. A quorum shall consist of at least eight (8) National Executive Committee members for regular meetings, and at least six (6) for a special meeting. There shall be two (2) annual General Membership meetings, one at the National PDI Trials and the other at the National Detector Trials.
3. Meetings shall be conducted according to parliamentary law. Roberts Rules of Order, newly revised, shall be the guide for conducting all meetings.

Article 10

By-Laws

Amendments, Additions or Deletions

1. It shall be the duty of the By-Laws Committee, which shall consist of three (3) members appointed by the President, to codify all proposed amendments, additions, and deletions to the By-Laws.
2. All proposed changes must be submitted in writing to the By-Laws Committee and signed by two (2) Regional Officers. The exception to this is the National President, National Secretary, National Treasurer, and the National Vice

Presidents. They may go directly to the By-Laws Committee with changes. The By-Laws Committee shall present in the final form proposed changes to the National Executive Committee with recommendations. Such proposals shall lay over until the next meeting and notice of said proposal shall be sent to the membership for its consideration. A majority vote of the membership will confirm adoption.

a. Only regular and associate members of this Association shall be eligible to vote on policy-making rules of this Association.

b. Regardless, if any amendment, addition or deletion is passed unanimously, it shall be null and void if it is in direct conflict with the Articles of Incorporation.

Article 11

Dues

1. The yearly dues of the Association will be \$50.00. The local Regions/Districts will collect dues. All inquiries and applications received by the National Office will be forwarded along with all fees to the appropriate Region/District.
2. The yearly dues will be due January 1 of each year and will expire on December 31 of the same year. Membership cards will be printed by the National Association and issued to the member by their Region/District.
3. Upon application for membership in this association, a fee of \$50.00 will be collected and will cover the applicant's dues until January 1, when the yearly dues again become due. This section will be followed no matter when the applicant applies for membership.
4. In January of each year, each Region/District will send to the National Secretary a list of members along with a per capita tax of \$30.00 for each member on the list. No person will be permitted to participate in any National Trials from a Region/District that has not paid its per capita tax and forwarded an updated membership list.
5. Yearly dues expire on December 31st. However, a grace period will be allowed. Renewal members only (those members in good standing from the last calendar

year) will be honored and covered by the Association until January 31st. After January 31st, the member becomes delinquent, and shall be dropped from the membership roll, and thereby forfeits all claims against the Association. National Judges wishing to be eligible to judge at a National Trial as well as Judges who are qualified to be Chief Judges must have their applications into the NATIONAL office by January 31st.

Article 12

Appropriations

The Appropriations Committee shall consist of the National Secretary, Board Trustees and one other member. All appropriations of more than one thousand (\$1000.00) shall be referred to it for recommendation.

1. When any elected officers or members of the Executive Committee, with the exception of the Regional Presidents, incurs necessary personal expenses to carry out the will of the Association; such person shall be reimbursed for the amount of said expenses, provided said expenses are itemized and submitted on a voucher to the National Secretary and are approved by the Executive Committee at a regular meeting. Further, such elected officer or member of committees may draw a reasonable amount of monies from the Treasury if said expenses cause a burden to them if expended from their personal funds.
2. The Appropriations Committee will make a recommendation to the National Executive Committee at the first scheduled meeting of the calendar year; said recommendation will be for consideration of personal expenses and time spent by the National President, National Secretary and National Treasurer to carry out the will of the Association. On approval by the Executive Committee, the National President, National Secretary and National Treasurer will receive up to one hundred (\$100.00) for each month of service, in office, of the preceding year. For clarification, if the preceding year was an election year, each member holding the office will be considered for the months the office was filled by that member.

Article 13

Special Funds

Legal Assistance Fund

There shall be created a special fund to be kept separate from all other funds and resources of this Association, and it shall be designated "The Legal Assistance Fund". The National Executive Board shall obtain said funds through appropriation from the General Fund.

1. Except herein provided, counsel fees may be provided, provided that all checks for counsel fees are made payable to the attorney and not the defendant. Members must apply in writing to their Region/District Executive Board stating all circumstances surrounding the need for such legal assistance. Said Board will conduct an investigation and the findings of said investigation shall be submitted, with recommendations, to the National Executive Committee for approval.
2. Any member in good standing may apply for funds to defray the cost of legal assistance resulting from an act from the use of their assigned dog while on assigned duty for their Department.
3. In the event a Region or District has not yet been formed in the member's area, said member will apply directly to the National Committee.
4. In acting upon an application for counsel fees, two (2) separate votes shall be taken, namely, (1) one upon the advisability of any allowances, and two on the amount of fees to be allowed.
5. No member shall be entitled to counsel fees from this Association unless they were a member in good standing at the time when charge is alleged to have been committed.
6. Funds will only be made available at such time there is legal assistance fund in existence, and at no time shall funds made available exceed one-half (1/2) of the balance of the fund which is on deposit at the time.

7. At no time may monies be transferred from this special fund to any other fund unless the balance of this fund is in excess of \$10,000.00, and then only may the excess be transferred upon approval of a majority vote of the National Committee.

Death Benefit Fund

There shall be created a special fund to be kept separate from all other funds and resources of this Association, and it shall be designated "The Death Benefit Fund". The National Executive Board shall obtain said funds through appropriation from the General Fund.

1. Any Region/District Executive Board may nominate a member in good standing to receive this benefit.
2. The Region/District Executive Board must apply in writing, stating all circumstances surrounding the incident, to the National Executive Committee for approval.
3. The National President, the National Secretary and the National Treasurer will be the voting members on this benefit. The majority approves Death Benefit Funds and the determination of payment of any monies by vote.
4. Death Benefit Fund for a handler killed in the line of duty shall be \$5000.00. The death benefit for a canine killed in the line of duty shall be \$3000.00.
5. At no time may monies be transferred from this special fund to any other fund unless the balance of this fund is in excess of \$100,000.00, and then only may the excess be transferred upon approval of a majority vote of the National Committee. **Voted and approved in June 2015, Pearl, MS*

Article 14

National Executive Director

1. The National Executive Director serves at the pleasure of the National Executive Committee and under the direct supervision of the National President, National Secretary and National Treasurer. The National Executive Director will perform all tasks that are directed to him/her by the National Executive Committee.

2. The National Executive Director's term will be for three years. The year will be January 1st through December 31st.
3. The National Executive Board selects the Director. The Board presents the Director and their contract to the National Executive Committee for final approval by a simple majority vote of those present.
4. The National Executive Director will be the Secretary of the United States Police Canine Association Foundation. **Voted and approved in June 2016, Philadelphia, PA.*

Article 15

Establishment of Regions

1. Upon application to the National Executive Committee by at least ten (10) regular or associate members of the Association, a District may be formed, and upon reaching twenty-five (25) members, a new and separate Region may be established, subject to approval by the National Executive Committee.
2. Upon the approval of the establishment of a new and/or separate Region/District in the Association, it shall be designated numerically and placed on the rolls of the Association. The National Executive Committee shall establish its territorial boundaries.
3. Each Region/District shall hold its elections once a year at a regular meeting to fill the offices of President, Vice President, Secretary and Treasurer.
4. The elected President of each Region/District, upon his appointment, shall automatically become a member of the Executive Committee.
5. Each Region/District shall elect a board of Trustees of not less than three (3) members, one being elected each year for a term of (2) two years. In addition, they shall elect one alternate member to the Board of Trustees, their term of office to be one (1) year.

6. Only full members of the Regions shall be eligible to be elected to Association offices.
7. Installation of elected officers will be immediate, at a regular meeting or special meeting following their election.
8. Each Region/District shall call two (2) meetings during the calendar year. The minutes of those meetings to be filed with the National Secretary within 30 days.
9. Each Region/District President shall cause their Secretary to forward an accurate copy of the proceeding of each meeting to the National Executive Board, National Secretary, and to his respective Vice President, no later than twenty (20) days after each meeting.
10. Each Region/District Treasurer shall provide the National Treasurer with a financial statement that will be for the fiscal year beginning January 1 and ending December 31. The National Treasurer must receive all statements by January 31 of the New Year.
11. The Region/District Boards of Trustees shall annually cause an audit of all funds, financial books and records of the Region/ District and provide an accurate copy of their written report to the National Executive Committee, this audit to cover the period from January 1 and ending December 31.
12. Each newly authorized Region/District may adopt as its Constitution and By-Laws, the Constitution and By-Laws of the United States Police Canine Association, Inc. Unless such Region/District notifies the National Executive Committee within thirty (30) days after the receipt of approval of its application of its intention not to adopt the National Constitution, and within one hundred and eighty (180) days after the receipt of approval from the National Secretary forwards a constitution and By-Laws drawn and adopted by the Region/District consistent with the National Constitution and By-Laws. No permanent charter will be issued until the requirements of this Section are fulfilled.

Article 16

Sergeant at Arms

The President shall appoint one (1) member to be Sergeant at Arms. It shall be the Sergeant at Arms duty to preserve order at all meetings, prevent unauthorized persons from attending meetings and perform such duties as may be directed by the President or presiding officer.

Article 17

Order of Business

The order of Business of this Association shall be as follows:

1. Calling the meeting to order
2. Opening prayer
3. Roll call of Officers
4. Reading of the minutes of the preceding meeting
5. Report of Treasurer
6. Report of Committees
7. Report of Officers
8. Unfinished business
9. New business
10. Good of the Association
11. Adjournment
12. Benediction

Article 18

Rules and Regulations

Rules and Regulations shall be established by two-thirds (2/3) vote of the National Executive Committee as the need arises.

Article 19

Rules of Order

1. Any member desiring the privilege of the floor shall arise and address the chair.
2. No member shall be allowed to speak until properly recognized by the chair.
3. No question can come before the meeting unless properly moved, recorded and declared upon for discussion by the chair.
4. Any member may call for ayes and nays on any question, which each member present required to answer to their full name on the roll, unless excused by the chair.
5. No member shall leave the room during a meeting, unless permission is given that member by the chair.
6. A motion to reconsider must come from a member who votes with the majority when the motion to consider was taken.
7. When any member raises a point of order, the person having the floor shall take their seat until the chair decides the point, if proper, they may resume their remarks.
8. No subject laid on the table shall be taken up again during the same meeting unless it was so understood when disposed of.
9. Any member may appeal to the Company from the decision of the chair when the question shall be stated thus; "Shall the decision of the Chair be sustained?" It shall be decided by two-thirds (2/3) vote of votes cast.

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