



The United States Police Canine Association, Inc.

BYLAWS

TABLE OF CONTENTS

United States Police Canine Association, Inc.	Article 1
Objectives	Article 2
Officers	Article 3
National Executive Board and the National Executive Committee	Article 4
Elections	Article 5
Installation of Officers	Article 6
Impeachment	Article 7
Membership	Article 8
Meetings	Article 9
By-Laws	Article 10
Dues	Article 11
Appropriations	Article 12
Special Funds	Article 13
National Executive Director	Article 14
Establishment of Regions	Article 15
Sergeant At Arms	Article 16
Order of Business	Article 17
Rules and Regulations	Article 18
Rules of Order	Article 19

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Article 1

The United States Police Canine Association, Inc.

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Article 2

Objectives

- ✦ To unite in common cause all law enforcement agencies utilizing the services of the canine as an aid in the prevention and detection of crime.
- ✦ To promote friendship and brotherhood among all those interested in the training and utilization of the canine in police work
- ✦ To endeavor to establish a minimum-working standard and to approve the abilities of the canine in police work, thereby rendering better service to the community.
- ✦ To establish and maintain a legal assistance fund for acts resulting in civil suits from the use of police trained canines.
- ✦ To coordinate the exchange of ideas of any advanced training techniques utilizing police canines
- ✦ To improve the image of the working police canines to the populace in general through improved public service in the prevention and detection of crime.
- ✦ To aid and assist those law enforcement agencies making application concerning the establishment of canine sections within their respective departments.

Article 3

Officers

The Officers shall be composed of a President, six (6) Vice Presidents, Secretary, Treasurer and Board of Trustees.

1. **President**

It shall be the duty of the President to call and preside at all regular and special meetings. The President shall see that the By-Laws, rules and regulations are respected and obeyed. The President shall cast the deciding vote in the case of a tie. The President shall have the power to appoint committees and may designate their chairperson. The President shall appoint officers pro tempore in the event of absences. The President shall perform such other duties as are usual and incidental to the office of the President. The President is the Chairman of the USPCA Foundation.

2. **Vice Presidents**

The First Vice President:

The First Vice President will actively assist and support the President in his/her duties, and shall be President pro tempore in the absence of the National President, during which time they shall assume all duties and responsibilities of that office. In the event of a vacancy in the office of President during their elective term, the First Vice president shall succeed to that office for the remainder of that term. The First Vice President shall attend hearings, committee meetings, conferences, etc. as required by the National President.

Each National Vice President shall perform any duties assigned to them by the National President and stay informed of the activities in the Region/Districts of their geographical area and distribute any information to those Regions/Districts.

Each National Vice President shall receive the minutes of all meetings held by their Regions/Districts in the geographical area.

National Vice Presidents shall submit a report to the National President quarterly (four times yearly) as to the general welfare of each Region/District of their

geographical area. National Vice Presidents shall obtain a written report from each Region/District semiannually (twice yearly) concerning the state of their Regions/Districts in that Vice Presidents geographical area along with any Membership issues that may have arose.

National Vice Presidents shall be active in resolving problems in their geographical areas.

National Vice Presidents may attend any Region/District function and may attend all area functions. Registration fees to obtain a certification, travel, lodging, outside meals are excluded unless agreed upon by the host Region/District.

New Regions/Districts that form, have been accepted and could fall under the geographical area of two or more different Vice Presidents, will be assigned under one National Vice President designated by the National President. Members of the Armed Forces will be under the Vice President of the Region/District of members' application.

The Vice Presidents shall be numbered: FIRST, SECOND, THIRD, FOURTH, FIFTH and SIXTH VICE PRESIDENT. Each of the six (6) Vice Presidents shall automatically rotate in position from the First Vice President through Sixth Vice President. Rotation will be starting with Northeast and continuing in order of Southeast, Central, Northwest, Southwest and West.

The Vice Presidents and the geographical area each represents shall be:

VICE PRESIDENT NORTHEAST

1. Virginia	2. Delaware	3. Connecticut	4. Rhode Island
5. New York	6. New Hampshire	7. District of Columbia	8. Maryland
9. Pennsylvania	10. West Virginia	11. Massachusetts	12. Vermont
13. New Jersey	14. Maine	15. Members in Europe	

VICE PRESIDENT CENTRAL

1. Ohio	2. Kentucky	3. Indiana	4. Michigan
5. Illinois	6. Missouri	7. Canada	

VICE PRESIDENT SOUTHEAST

- | | | | |
|--------------|-------------------|---------------------------------------|------------|
| 1. Florida | 2. North Carolina | 3. Georgia | 4. Alabama |
| 5. Tennessee | 6. South Carolina | 7. Virgin Island, Bahamas & Caribbean | |

VICE PRESIDENT NORTHWEST

- | | | | |
|-----------------|-----------------|-------------|-----------|
| 1. North Dakota | 2. South Dakota | 3. Nebraska | 4. Kansas |
| 5. Minnesota | 6. Wisconsin | 7. Iowa | 8. Alaska |

VICE PRESIDENT SOUTHWEST

- | | | | |
|--------------|----------------|-------------|-------------|
| 1. Louisiana | 2. Mississippi | 3. Arkansas | 4. Oklahoma |
| 5. Texas | | | |

VICE PRESIDENT WEST

- | | | | |
|-----------------------------------|---------------|------------|------------|
| 1. Colorado | 2. New Mexico | 3. Wyoming | 4. Montana |
| 5. New Mexico | 6. Washington | 7. Oregon | 8. Nevada |
| 9. California | 10. Arizona | 11. Utah | 12. Hawaii |
| 13. Members in Asia and Australia | | | |

3. **National Secretary**

It shall be the duty of the National Secretary to accurately record the proceedings at meetings and to read the minutes of the previous meetings and all communications. The National Secretary shall call the roll of the officers and note absentees. The National Secretary shall communicate and correspond with all persons and organizations both within and outside the Canine Association relative to National Executive Committee business. The National Secretary shall receive all monies in the absence of the Treasurer. The National Secretary shall mail out a Conflict of Interest Policy to all National Executive Board & Committee members annually. A signed Conflict of Interest Police is to be returned by February 1st to the National Secretary, by those members.

4. National Treasurer

It shall be the duty of the National Treasurer to collect all monies due this Association, giving receipt thereof. The National Treasurer shall keep a suitable set of books of record of transactions. The National Treasurer shall deposit all monies of this Association in a bank designated by the Board of Trustees. The National Treasurer shall render statements in detail at each meeting of this Association, showing receipts and disbursements in full to date, and the monies in the Treasury. The National Treasurer shall draw all checks, or other obligations authorized by the National President, National Executive Committee and attested to by the National Executive Committee and the National Secretary, including the payments of all benefits. The National Treasurer's account books, as well as all papers in the Treasurer's custody, shall be open for inspection and examination by the National Board of Trustees. The National Treasurer shall not lend or invest any of the funds except when duly authorized by the National Executive Committee and the National Board of Trustees. It shall be the duty of the National Treasurer to file the Charter on/or before January 15th every other two (2) years. The National Treasurer will be the Treasurer of the USPCA Foundation.

5. Board of Trustees

The Board of Trustees shall consist of three (3) regular members and one (1) alternate member, one of the regular members to be elected annually, by ballot, for a term of three (3) years; and the alternate member to be elected annually, by ballot. The Board of Trustees shall act as agents of the National Executive Board in all financial transactions between the committee and all other institutions and individuals. They shall designate the bank(s) and/or other institutions in which the Treasurer shall deposit funds in the general fund as the treasurer may have on hand from time to time. They shall, in conjunction with the Treasurer, have custody of all bonds and other securities, which shall be deposited in a safety deposit box in some reliable institution. They shall not be withdrawn from there except in the presence of the Treasurer and at least one member of the Board of Trustees. The Trustees shall be the custodians of all bonds of officers and all properties on the National Executive Committee. They shall arrange for an annual audit of the assets and liabilities of the Executive Committee for the year ending December 31, and submit this financial statement at a regular meeting. They are hereby authorized to employ the services of a

Certified Public Accountant, at a reasonable fee, not to exceed \$1,500 to prepare this annual audit and report. The alternate member of the Board of Trustees shall attend all meetings of that Board and shall, in the absence of a regular member, act in their place. They shall cause to be made an audit of all book accounts, funds, etc., of any and all officers, committee, or members who collect and/or disburse funds of the Association. This audit will be not less than once each year or at any time said Board has just cause to believe such audit should be made.

Article 4

National Executive Board and Committee

1. The National Executive Board shall consist of the following voting members, The National President, National Vice Presidents, National Secretary, National Treasurer and the Board of Trustees. Non-voting members of the National Executive Board shall be past National President and Chairpersons of Committees.
2. The National Executive Committee voting members shall be the voting members of the National Executive Board and the voting Presidents of Regions/Districts.
3. This committee shall recommend such rules, regulations, amendments or deletions as may be necessary for the government of the Association.
4. In case of an emergency, the National Executive Board, by three-quarters (3/4) vote, may act for the entire membership.
5. Vacancies which occur in any of the Association's officers through resignation, death, impeachment or other reason, with the exception of National President, shall be filled by appointments made by the National Executive Committee and shall expire at the next general election.

Article 5

Elections

1. All candidates for National Office for the USPCA shall be nominated at the General Membership Meeting at the National Field Trials held in the fall of the even numbered years. The candidates for National Trustee, odd year and alternate trustee shall be nominated at the National Field Trials in the alternate year of the National Elections and voted on by non-mail ballots at the National Detector Dog Trials held in the spring by the membership present.
2. It will be the responsibility of the member that has been nominated to supply the Editor of the Canine Courier with the resume of their experience and their desire to hold the position that they have been nominated for within two weeks of their nomination. The resume shall consist of not more than one typed written page. The Editor of the Canine Courier shall publish all resumes received by November 15th in the December issue.
3. All Members will vote: FIRST – by the Region/District that his/her membership is carried for the Vice President that represents that geographical area. If the member does not belong to, or is not assigned to a Region/District, they will vote according to geographical area of residence.
4. The National Secretary will compile an appropriate ballot to be mailed to every regular and associate member. The ballot will be marked OFFICIAL BALLOT and will be stamped (on the back of the ballot) with a unique serial number, used only to ensure that only one ballot with the same number is received. The ballot will include instructions asking that it be taped or sealed for security, prior to being mailed back to the National Executive Director.
5. The National Secretary will mail out the official ballots no later than February 1st. The ballot must be returned to the National Executive Director postmarked no later than March 1st. The Executive Director will be provided a list of serial numbers and will check the serial numbers to confirm that only one ballot with the same number was received.

6. Under the direction of the Current National President, the National Executive Director will select two other members to assist him/her in counting the ballots. These members will not be involved in the current election. These members will open and count the ballots and attest to the correct totals.
7. When the counting is complete, the Executive Director will first; notify all parties involved of the results, and will then make a general post to the membership. The results will also be posted on the national web site no later than April 1st of the election year.
8. A plurality of votes cast shall elect. In the case of a tie or withdrawal, the members at the General Membership meeting will vote and elect for any office that ended in a tie count on the ballots. EXCEPTION: Office of a National Vice President...In the case of a tie vote or withdrawal for the office of any National Vice President, the membership present at the general meeting from the Regions/Districts represented by that Vice President would vote and elect. If no members are present from the geographical area in question, the National Executive Committee will elect.
9. Installations of officers shall be held at the National Executive Board meeting during the National Detector Dog Trials.
10. Election of officers shall be held every two (2) years unless otherwise stated in these by-laws.
11. A write in candidate space will be provided on the ballots.
12. A Region/District President will not be allowed to hold a National Office.
13. ELECTIONS via ELECTRONIC VOTING:
 - a. If the ability to vote on line becomes available, this association will support the election of National Officers via the National web site.
 - b. Procedures will stay the same as listed above under numbers 1, 2 and 3
 - c. When using electronic voting, the National Secretary will compile an appropriate ballot to be mailed to every regular and associate member. The ballot will be marked OFFICIAL BALLOT and will be stamped (on the back of the ballot) with a unique serial number, used to ensure that only one ballot with the same number is received by mail OR by web site. The ballot will include

instructions on how to place your vote on line using the issued serial number and instructions on how to secure the paper ballot if mailed.

d. The National Secretary will mail out the ballots no later than February 1st. Paper ballots must be returned to the National Executive Director Postmarked no later than March 1st. On line voting must be completed no later than March 1st. The Executive Director will be provided with the list of serial numbers to confirm that the serial number was used only once, either by paper ballot or by web site. Only the National Executive director and the USPCA Web Master will have access to the results from the web site.

Article 6

Installation of Officers

An installing officer, to conduct the installation of the newly elected officer(s) of the National Executive Board, shall be selected by the out-going President.

“Officers elect will repeat after me and say, using your name where I do mine:

I, _____ having been duly elected an officer of this Association in the presence of Almighty God and this company assembled, do hereby solemnly promise and swear that I will, to the best of my ability in word and in deed, without fear or favor, faithfully, honestly and with strict impartially carry out as an officer of this Association, the principles of this Association.

Now, by the power vested in me as Installing Officer on this occasion, I do hereby declare the officer elect legally installed and qualified to enter upon the discharge of their duties for the term ending _____, 20 _____, or until their successors are duly elected and installed.”

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.

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.

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. The National Executive Committee appoints the position biennially (every other year)

January 1st through December 31st subject to renewal by those present at the fall meeting of every odd year by a majority vote of those Committee members present. Compensation pay will be as a sub-contractor reported on an IRS 1099 with a set monthly rate and no benefits.

2. The National Executive Director will be the Secretary of The United States Police Canine Association Foundation.
3. The National Executive Director will pursue contacts with businesses for financial support of the Association.
4. The National Executive Director will be responsible to develop awareness of the USPCA in law enforcement agencies. The National Executive Director, with approval of the National Executive Committee, will represent and promote the USPCA at law enforcement conferences, seminars, and related meetings, as it deems beneficial.
5. The National Executive Director is to manage the everyday operation of the Association. The position supports the Executive Committee, Regions/District Elected officers and members. The National Executive Director will have printed supplies in stock, and mail all requests for supplied forms, books and supplies in a timely manner. Bulk printings and mailings will be used whenever possible.
6. The National Executive Director shall communicate and correspond or forward the request to the appropriate officer all inquiries within and outside the Association relative to issues of the Association business and promoting police service dog programs.
7. The National Executive Director will maintain a Minimum of 40 hours of availability and work on Association business weekly.
8. The National Executive Director will be available to travel on Association business with-in 48 hours of notice. The availability to be of assistance to members as directed by the National President in any matter the committee feels is justified.
9. The National Executive Director's contract can be terminated for just cause. Just Cause is defined as conduct that would bring discredit upon the Association or conviction of any law, ordinance (other than minor traffic violations) or statue of moral turpitude. The National Executive Director will not use the Association or

its name for personal gain or profit other than the approved payment for the position.

10. Impeachment as outlined in Article 7 of these by-laws of The United States Police Canine Association, Inc will govern dismissals.

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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Chairman By-Laws Committee

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