

# **CONSTITUTION OF THE OREGON COUNCIL OF POLICE ASSOCIATIONS**

## **ARTICLE I**

### Name

The name of this organization shall be the  
**Oregon Council of Police Associations.**

## **ARTICLE II**

### Objectives

Section 1. The objectives of this Council shall be:

- (a) To encourage the formation and participation of law enforcement associations throughout the state.
- (b) To promote the establishment and maintenance of - labor rights, fair remuneration, benefits, safety and training in the field of public safety law enforcement.
- (c) To provide a medium for education and the exchange of ideas and information for members.
- (d) To promote legislation beneficial to public safety labor associations, the law enforcement community and citizens of the State of Oregon.
- (e) To promote other objectives, established by a majority vote of the Executive Board or member associations.
- (f) To protect and preserve this Council as an institution and to perform its legal and contractual obligations.

**ARTICLE III**  
Membership

Section 1. Regular Membership

Regular membership shall consist of law enforcement associations that have as members – police officers, corrections officers and parole & probation officers, law enforcement support personnel and those who represent those officers' professional interests.

Section 2. Associate Membership

Associate membership, subject to Executive Board approval, shall be available to individuals currently employed in a law enforcement organization, performing the duties described in Section 1 above, who are not members of the local OCPA Member Group Association.

Associate membership is also available, subject to Executive Board approval, to individuals who have retired from a law enforcement organization and performed the duties described in Section 1 above.

Associate members shall have no voice and no vote in Council matters.

When there is a benefit to the OCPA, Associate memberships may be granted to organizations who do not meet the above listed requirements for Membership. Dues for Associate members shall be the same as regular membership dues.

Section 3. Application for membership. Requests for membership into this Council shall be made in writing to the Executive Director, who shall submit such requests to the Executive Board for action.

Section 4. Suspension of Regular Membership.

- (a) Failure to pay the dues required by this Constitution for one month may result in suspension of voting rights to the delinquent Association.
- (b) Failure to pay the required dues for three months may result in suspension of the delinquent Association.
- (c) Reinstatement of the delinquent Association may be made upon full payment of the dues in arrears. Payment of delinquent dues may be waived as per authority, Article IV, Section 4, of this constitution.

Section 5. Every member of this Association who has fulfilled the requirements for membership shall be a member in good standing, provided such member has not voluntarily withdrawn from membership, or has not been suspended or expelled as provided by this Constitution.

Section 6. Associate members may be suspended in the same manner as provided for Regular members.

**ARTICLE IV**  
Finances

Section 1. Membership dues amount shall be set at the direction of the Executive Board and upon majority vote of approval by the Regular member associations.

Section 2. Dues shall be paid on a monthly, quarterly or yearly basis at the discretion of the member groups. Dues will be paid at the start of the time period selected upon receipt of their OCPA Dues Invoice, unless otherwise arranged.

Section 3. Regular members groups shall have the right to a full and clear accounting of all Council funds. Such accounting shall include, but not be limited to, quarterly reports to the membership by the Secretary-Treasurer plus an annual financial review by an independent chartered accounting firm, not otherwise connected with the Council.

Section 4. Member Group dues may be suspended, reduced or forgiven for any time period by a majority vote of the Executive Board based upon a hardship request made in writing, or personal appeal by the affected member group.

Section 5. Special Assessments of the membership may be levied upon the Membership by a recommendation of the Executive Board and ratified by two-thirds (2/3) vote of the members present at an Annual General Meeting or Special Meeting of the Council.

Section 6. Fundraising, other than dues collection, shall be at the direction and control of the Executive Board.

## **Article V**

### Meetings

Section 1.

Executive Board meetings will be held quarterly and at such other times as determined by the President or majority of the Executive Board.

Section 2. Annual General Meetings shall refer to meetings of the entire membership of the Council and will be held in April.

Section 3. Special meetings of the Council may be called by the President, by the petition of one-third of the member Associations in good standing, or by request from a majority of the Executive Board.

The President shall conduct a meeting within thirty (30) days of receiving such petition or request of the Executive Board. A minimum of fifteen (15) days notice shall be given member Associations before the date of the special meeting. The petition or request shall state the business to be conducted at such meeting. Any additional business may only be conducted at the discretion of the Executive Board.

Section 4. Regular and general meeting dates may be changed by the President, with the approval of the Executive Board.

Section 5. Quorum. A quorum shall mean that a majority of the sitting Executive Board are present at the meeting. A quorum is necessary in order to conduct Council business. No member of the Executive Board may vote by proxy. The term "present" may include the use of teleconference participation.

Section 6. Council business shall be conducted in the following manner:

- (a) roll call of officers
- (b) roll call of agencies represented
- (c) approval of the minutes from the previous meeting
- (d) old business
- (e) new business
- (f) Executive Director Report
- (g) Lobbyist Report

Section 7. Rules for Meeting. The meeting shall be run by the procedures outlined in "Roberts Rules Of Order, Revised" unless in specific instances which conflict with this Constitution.

Section 8. Each Regular member group shall have one (1) vote for each one hundred (100) individuals represented or fraction thereof. The votes provided for herein shall be cast by the duly qualified delegate(s) as provided in this Constitution. A majority vote of the qualified voters present at the meeting shall be sufficient to conduct Council business unless provided otherwise in this Constitution.

## **ARTICLE VI** Executive Board

Section 1. Officers. The Executive Board for the Council shall consist of the President, First Vice-President, Second Vice-President, Secretary-Treasurer, Sergeant At Arms & two Members at Large.

Section 2. Executive Board. The Executive Board shall consist of officers elected by the Regular Member Groups.

Section 3. The Executive Board shall possess all the executive and administrative authority of the Council *except* the power to amend the Constitution. The Executive Board shall have the power to make binding interpretations of this Constitution, and the rulings and decisions of the Executive Board shall remain in full force and effect unless reversed by the full membership of the Council. The Executive Board shall assist the President in running the affairs of the Council. Each member of the Executive Board shall have one vote on all matters in which a Board vote is taken.

**Article VII**  
Duties of the Executive Board

Section 1. President. The Council President shall be the Chief Executive and Administrative Officer of the Council. The President shall conduct the affairs of the Council in accordance with its Constitution and in accordance with policy decisions of the membership and Executive Board. The President shall employ, terminate, fix the compensation and expenses, and direct the activities of such the Executive Director, the Lobbyist and other professionals as are required to carry out effectively the functions of the office and shall approve all requests for expense reimbursements made by Council members. The President shall, with the approval of the Executive Board, engage such technical and professional services as may be required. The President shall report on his/her actions at regular and/or special meetings of the Executive Board.

The responsibilities of the Council President may not be delegated; however, the execution of his/her duties may be delegated, subject to the conditions and limitations of the Constitution.

The President shall authorize all checks, authorize all expenditures, contracts and other official documents of this Council. The President may delegate check signing authority to the Secretary-Treasurer. All reimbursements to the President, for expenses incurred while acting in his/her official capacity, shall be reviewed and approved by the Executive Board.

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Section 2. 1st Vice-President. The Council 1st Vice-President shall attend and participate in all regular and/or special meetings of the Council unless excused by the President. The 1<sup>st</sup> Vice-President shall fulfill those duties and obligations as directed by the President and file reports with the Executive Board of his/her activities. The 1<sup>st</sup> Vice-President may receive reimbursements for expenses in accordance with the policies established by the Executive Board and authorized by the President. The 1<sup>st</sup> Vice-President shall perform the Constitutional duties of and assume the responsibilities of the President in the absence of the President.

Section 3. 2<sup>nd</sup> Vice-President. The Council 2<sup>nd</sup> Vice-President shall attend and participate in all regular and/or special meetings of the Council unless excused by the President. The 2<sup>nd</sup> Vice-President shall fulfill those duties and obligations as directed by the President and file reports with the Executive Board of his/her activities. The 2<sup>nd</sup> Vice-President may receive reimbursements for expenses in accordance with the policies established by the Executive Board and authorized by the President. The 2<sup>nd</sup> Vice-President shall perform the duties of and assume the responsibilities of the President in the absence of the President and 1st Vice-President.

Section 4. Secretary-Treasurer. The Council Secretary-Treasurer shall attend and participate in all regular and/or special meetings of the Council unless excused by the President. The Secretary-Treasurer shall keep the minutes of all meetings of the Council and perform any other duties delegated by the President or Executive Board. The Secretary-Treasurer shall perform the duties of and fulfill the responsibilities of the President in the absence of the President, 1<sup>st</sup> Vice-President and 2<sup>nd</sup> Vice-President subject to conditions and limitations as directed by the President, Executive Board, or Constitution. The responsibilities of the Secretary-Treasurer may not be delegated; however, the execution of his/her duties may be delegated to the Executive Director, subject to the conditions and limitations of the Constitution & Employment contracts. ....

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....The Secretary-Treasurer shall be the custodian of all monies of the Council. The Secretary-Treasurer may sign checks & other documents as delegated by the President. The Secretary-Treasurer shall prepare a quarterly report on the financial status of the Council and submit this report to the Executive Board each quarter. Such quarterly reports shall include a statement of account balances, account payable & dues collection for the quarter. The Secretary-Treasurer shall prepare an annual budget and submit it to the Executive Board at the beginning of each calendar year for approval. The Secretary-Treasurer shall keep accurate records of receipts and disbursements and shall act as custodian of all properties of the Council. The Secretary-Treasurer shall maintain an accurate report of all inventory of the Council.

The Secretary-Treasurer shall provide a full and complete account of the expenditure of Council funds, upon the request of any member group of the Council. In addition, the Secretary-Treasurer shall secure an independent financial review, conducted by a Certified Public Accountant, of the Council's financial records on no less than an annual frequency. The firm conducting the review shall be appointed by a majority vote of the Executive Board.

Section 5. Sergeant At Arms. The Sergeant At Arms assists the President in the orderly conduction of business at Council meetings, ensures compliance with the Constitution, "Roberts Rules of Order", the direction of the President, and shall fulfill those duties and obligations as directed by the Executive Board or its officers.

Section 6. Members at Large – Positions One & Two. Members at Large have no specific Board duties other than to work toward the betterment of public safety labor in Oregon. They may comment upon & will vote on all matters coming before the Executive Board & render general assistance to the Board, as requested by the President, on Council business & political matters.

**Article VIII**  
**Elections**

Section 1. Officers.

The officers of the Executive Board shall be elected for a two (2) year term of office. Elections shall be by a vote of the designated delegates of the member groups in good standing. Ties in said elections will be broken by a vote of the current Executive Board, exclusive of the contested position if that officer is a candidate.

The President, 2<sup>nd</sup> Vice-President & Member at Large - Position One shall be elected in odd numbered years. The 1<sup>st</sup> Vice-President, Secretary-Treasurer, Sergeant At Arms & Member at Large - Position Two shall be elected in even numbered years.

- (a) Candidates shall via a nomination form, declare their intention to run in July of the election year. Nomination forms shall be issued to each Member Group in June of each election year.
- (b) Elections shall be conducted by mail ballot using a double blind method.
- (c) Elections shall be conducted from August 30<sup>th</sup> to October 30<sup>th</sup> of the election year.
- (d) Elections shall be conducted by the Executive Director under the supervision of the Secretary-Treasurer unless he/she is a candidate. In that case the 2<sup>nd</sup> Vice-President shall supervise the election.
- (e) Successful candidates will assume office January 1<sup>st</sup> of the following year.

Section 2. Vacancies. Executive Board vacancies, occurring between normal election periods, may be filled by Presidential appointment with the majority approval of the Board. Vacancy of the President's position will be filled by the 1st Vice-President.

Section 3. Removal From Office.

Any member of the Executive Board may be removed from office by special ballot of the member groups or their delegates. Such a ballot shall also be held upon petition by delegates *representing* 2/3 of the total votes of the regular member groups in good standing. Such removal ballot shall poll all Member groups within three (3) weeks of the date the Executive Board recommends removal. A majority of cast ballots in the poll shall be sufficient to cause removal of said member. This ballot shall be supervised by the Secretary-Treasurer & conducted by the Executive Director.

Section 4. Balloting.

All officer elections shall be conducted by the "double blind" method.

Section 5. Restrictions.

- a) The President may appoint another Board member to temporarily assume the duties of the Secretary-Treasurer in the case of a vacancy until another qualified candidate can be appointed
- b) No Board member may cast more than one vote per motion/issue.

Article **IX**  
Delegates

Section 1. Each Regular member group shall appoint a delegate to exercise the rights and votes of the regular member group at general, special or regular meetings and at such other occasions as may arise where the regular member groups shall have the right to vote.

Section 2. The delegate shall be selected in a manner determined by each Regular member group. The delegate will be an OCPA member in good standing & a member in good standing of the group represented. The member group shall notify the President of the name of the designated delegate.

Section 3. The Regular member group may appoint an alternative delegate(s) as the need may arise. Such alternative delegate(s) shall be entitled to exercise the authority of the delegate so long as the President receives timely notification in writing by the Regular member group.

## **Article X**

### Miscellaneous Provisions

Section 1. Except to the extent specified in this Constitution, no member of the Council shall have the power to act as agent for or otherwise bind the Council in any way whatsoever. No member or group of members or other persons shall have the power to act on behalf of, or otherwise bind, the Council except to the extent specifically authorized in writing by the President or the Executive Board or as delegated to the Executive Director.

Section 2. No loans shall be authorized to any Council member or employee.

Section 3. The Executive Board shall be vested with the sole authority to commit the Council into any legal or quasi-judicial proceedings or as delegated to the Executive Director.

Section 4. In cases where any immediate action, which can only be authorized by the Executive Board, is necessary; the President shall be authorized to take a voice vote poll, via e-mail or telephone, of the members of the Executive Board on the proposed action.

**Article XI**  
Amendments

Section 1.

This Constitution may be amended, revised or otherwise changed by a majority of the votes of the Regular member delegates present at the April General Meeting using the procedure specified herein.

Amendments to the Constitution of a nature too urgent to wait for the Annual General Meeting may be introduced as per Article XI, Section Three. A Constitutional amendment shall be submitted to the membership upon the occurrence of one of the following:

- (a) A majority vote of the Executive Board that a particular amendment should be submitted to the Council member groups; or
- (b) A petition signed by not less than five (5) Regular Member associations requesting that an amendment be placed before the membership.

Section 2.

An amendment, revision or change to this Constitution normally is voted upon at the Annual General Meeting in April. The proposed amendment, revisions or changes must be provided in writing to the delegates no later than 30 days prior to the April General Meeting. Such amendments, revisions or changes shall take effect upon passage unless the amendment revision or change - provides otherwise.

Section 3.

An amendment adjudged to be urgent by a majority of the Executive Board will be presented in writing to each of the Member Groups, along with a ballot on the subject. Each Group will have no less than thirty days to submit their vote on the amendment on said ballot. The Secretary- Treasurer will supervise the Executive Director, who will conduct said vote. The amendment shall take effect upon receipt of a majority vote.

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