



**Canadian Police Accreditation Coalition
(CANPAC)**

BYLAWS

ARTICLE ONE

NAME

- Section 1: The organization shall be known as the **Canadian Police Accreditation Coalition (CANPAC)**.
- Section 2: The use of the CANPAC logo will only be used after receiving written permission from the President of CANPAC.

ARTICLE TWO

MISSION

- Section 1: The Canadian Police Accreditation Coalition (CANPAC) is committed to supporting law enforcement agencies in achieving and maintaining CALEA compliance through association, mutual support and resource sharing as a means of ensuring excellence in law enforcement that enhances safety and quality of life in the community.
- Section 2: CANPAC is organized exclusively for non-profit purposes.

ARTICLE THREE

MEMBERSHIP

- Section 1: **Regular Membership:**
- a. Shall be open to all Canadian Law Enforcement Agencies who have received and maintained a CALEA recognized program. Membership shall be granted upon receipt of a completed membership application, payment of dues and a majority vote from the CANPAC regular membership.

Section 2: **Associate Membership:**

1. Shall be open to:
 - a. Any agency that is a Law Enforcement Agency, Training Academy or Communications Centre that has a demonstrated interest in the CALEA process.
2. CANPAC votes to allow other agencies/organizations to join.
3. Associate members do not have voting privileges, but can participate in all discussions and speak to all issues.
4. Membership shall be granted upon receipt of a completed membership application, the payment of dues and a majority vote from the CANPAC regular membership. New membership dues are to be paid on the next yearly membership renewal date.

Section 3: **Bylaw Compliance**

1. Failure to comply with the Bylaws of CANPAC may result in the suspension of privileges or expulsion from CANPAC until such conditions are corrected or the Bylaws are conformed with. This situation will be dealt with by way of motion at a regular meeting and a majority vote of 80% or more.

ARTICLE FOUR

ANNUAL MEMBERSHIP DUES

- Section 1: Annual Membership Dues shall be \$500.00 per agency with over 300 employees, \$250.00 per agency with less than 300 employees and \$200.00 for Associate agencies. Invoices shall be issued to Agencies at the beginning of the calendar year. The dues are to be paid annually covering the period of January 1 to December 31.

ARTICLE FIVE

ORGANIZATION

- Section 1: The executive members of CANPAC shall be employees from regular member agencies. It shall consist of a President, Vice President, Secretary and a Treasurer. The respective offices shall be for a term of three years. The President may call a special election in situations where an executive member is not able to complete their term. The executive members of

CANPAC serve on a voluntary basis and shall receive no financial compensation for their services.

Section 2: Elections

- a. Elections for the offices of President and Treasurer shall occur the year preceding the elections of Vice President and Secretary.
- b. Nominations for the executive shall be open to regular members of CANPAC. Nominations will be received and posted one month prior to the election and will be closed two weeks prior to the election.
- c. If an executive member decides to seek a different office within CANPAC, the executive member shall vacate their current office at the time of election.
- d. If a vacated position is to be filled, the term, or the remaining term, shall be filled by way of an election.
- e. All nominations shall be voted upon and officers shall be elected by a majority of ballots cast.
- f. Elections shall be held in November and executive members shall assume their duties on January 1st.
- g. Executive members holding any office within CANPAC shall not be members of the same agency.
- h. Votes shall be cast by agency (one voter per agency regardless of the number of persons representing the agency). Elections shall be by documented ballot.
- i. If only one person is nominated for a respective office that position shall be filled by acclamation.
- j. Ballots shall be made available to all regular member agencies within CANPAC and returned to the Secretary for tabulation.
- k. On proper motion and vote, ballots shall be destroyed following their tabulation and certification.

ARTICLE SIX

DUTIES OF OFFICERS

- Section 1: PRESIDENT - The President shall be the Chief Executive Officer of CANPAC. The President shall preside at all meetings and perform such other duties as may be required to achieve the Goals and Objectives of CANPAC
- Section 2: VICE PRESIDENT – The Vice President shall fulfill the duties of the President in the President’s absence and perform such other duties as may be assigned by the President to achieve the Goals and Objectives of CANPAC
- Section 3: SECRETARY – The Secretary shall keep a written record of all proceedings of the Coalition and shall be responsible for notification of members of scheduled meetings and other events of CANPAC. The Secretary shall maintain the by-laws and listing of member agencies and qualified assessors.
- Section 4: TREASURER – The Treasurer shall collect and disburse all CANPAC monies and shall account at least annually.

ARTICLE SEVEN

COMMITTEES

- Section 1: Appointment
- The President may appoint committees to fulfill the Goals and Objectives of CANPAC.
- Section 2: CANPAC Representative
- A member must receive authorization from the President to represent CANPAC. in an official capacity.

ARTICLE EIGHT

MEETINGS

- Section 1: CANPAC Meetings will be held at least three times per year. Member Agencies shall be notified in advance of the meeting.
- Section 2: A quorum shall consist of two-thirds (2/3) of the regular member agencies.

- Section 3: Regular member agencies shall have one vote. The agency that the President is from is entitled to one vote as well and in the event there is a tie vote, the President of CANPAC will cast the final deciding vote.
- Section 4: Votes may be accepted from a regular member agency in writing or by other electronic means. The Votes shall be directed to the Secretary for recording and tabulation.

ARTICLE NINE

- Section 1 Unless otherwise stated in this Bylaw, Robert's Rules of Order shall govern meetings.

ARTICLE TEN

BY-LAW CHANGES

- Section 1: Changes to the bylaw must be proposed at one meeting and voted on at the next meeting, after notice has been sent. A two-thirds (2/3) vote of those members present will be necessary for a bylaw change.

ARTICLE ELEVEN

FINANCIAL ACCOUNTING

- Section 1: An account of the Treasurer's Annual Report shall be conducted by two regular members.
- Section 2: An audit of CANPAC financial records shall be conducted by two regular members in the event of the Treasurer's position becoming vacant.
- Section 3: In the event of the dissolution of CANPAC, any funds remaining shall first be used to pay all debts. The remaining funds shall be disbursed pending a vote by the membership.