

# **NORTH CAROLINA POLICE DOG ASSOCIATION**

## **BY-LAWS**

### **Article I**

The Organization shall be the NORTH CAROLINA POLICE DOG ASSOCIATION.

#### **Article I Section II**

The Official logo will not be used unless approved by the Executive board and board of directors.

### **Article II**

The purpose of The North Carolina Police Dog Association (N.C.P.D.A) is to:

1. Increase and maintain the level of professionalism and integrity regarding the use of police dogs / search and rescue dogs in North Carolina.
2. Provide the members with the latest techniques of training and information.
3. Provide continuous training and education for police dogs, search and rescue dogs, their handlers, and support personnel.
4. Provide citizens of North Carolina with better police dogs / search and rescue dogs by offering practical training and standards.

### **Article III**

**There will be three types of memberships with the N.C.P.D.A.**

1. Active Members shall be sworn law enforcement officers who are police dog handlers. Police dog trainers and search and rescue dog handlers may also be active members.
2. Associate members shall consist of support personnel i.e. administrators or other than those mentioned in article III (1).
3. Honorary Lifetime Members shall be deemed persons that are worthy of such recognition by majority vote of the association.

#### **Article III Section II**

1. Who may certify a K-9 through the N.C.P.D.A.
  - A. Active members that are currently working a police K-9.
  - B. Search and Rescue K-9 Teams.

C. Handlers must certify with their current K-9.

2. The North Carolina Police Dog Associations is a professional organization to promote the proper training of working police K-9's and search and Rescue K9's. The NCPDA certification process will not be used to assist in the sales of any Police K-9's or Search and Rescue K-9;s.

### **Article III Section III**

#### **How to become an Evaluator**

1. The Applicant must complete a NCPDA Evaluator application. This is to include Name, Address, Employing Agency, work history.
2. The Applicant must be a member in good standing of NCPDA for at least 2 consecutive years.
3. The application must have certified a K-9 through the NCPDA.
4. The Applicant submits an application along with a resume to the Board of Directors of the NCPDA for approval.
5. After the applicant has been approved he or she must serve as an apprentice for one certification.
6. If this is completed the applicant's name will be placed on the list of Evaluators. The most recent person completing the apprenticeship will then serve as the next alternate Evaluator.

#### **Evaluator Expenses will be as followed.**

1. Evaluators will be reimbursed for hotel or motel only.
2. The Evaluators will be decided on in accordance with the needs of the Association.

### **Article III Section IV**

#### **The Board of Directors of the NCPDA has adopted the following standards for trainers.**

1. The Applicant must be a Sworn Law Enforcement Officer. Or,
2. The Applicant must have been a Sworn Law Enforcement Officer in the past. Or,
3. The Applicant must have had a minimum of 5 years of Law Enforcement experience. Or,
4. The Applicant must have had a minimum of 5 years K-9 experience and,
5. The Applicant must be recognized by the Board of Directors of the NCPDA based on his or her credentials, experience, knowledge, accomplishments, and on his or her ability to train a Police K-9's.
6. The Applicant must currently be an approved evaluator of the NCPDA (this is not to include apprenticeships.)

7. The Applicant will be reviewed by the Board of Directors and researched if deemed necessary. The Board of Directors will make the decision based on credentials within 30 days. The decision of Board of Directors shall be a unanimous decision. All decisions are final.

#### **Article IV**

Dues are payable upon application into the N. C.P.D.A. in the amount of forty-five (\$45.00) dollars per member. Search/Rescue and HRD canine units Eighty (\$80.00). Renewal dues are to be paid by the member before or on their Certification date each year.

#### **Article V**

##### **Officers and Executive Board**

1. The Officers of the N.C.P.D.A. shall consist of the following and shall be up for re-election every three (3) years.

##### **Executive Board – President, Vice President, Secretary/Treasurer**

##### **Board of Directors – 6 Members**

2. All Officers shall be elected by majority of the active members.

3. The Officers shall serve a term of three (3) years, running September 1 through August 31. Nominations and elections will be handled via email and the NCPDA website.

4. All Officers shall be eligible for re-election to succeed themselves or to fill another office.

5. In case of a vacancy, the Board of Directors shall make the appointment to fill the unexpired term of office.

6. The Board of Directors shall meet on a quarterly basis unless circumstances warrant to call a special meeting.

#### **Article VI**

##### **Duties of the Executive Board and Board of Directors**

##### **President**

1. The President shall preside at all meetings of the Association and shall have the authority to call for special meetings whenever deemed to be necessary.

2. Shall be responsible for appointing various committees as the need arises.

3. The President shall be responsible for scheduling meeting and training sessions for the association. He will also coordinate with the members for the location of future meetings.

4. He shall see that the by-laws of the association are respected and obeyed.
5. The President shall cast the deciding vote only in case of a tie.
6. Shall perform such other duties as are usual and incidental to the office of the president.

#### **Vice President**

1. The Vice President shall, in the absence of the President or upon the request of the President, perform all of the same duties and act as the President of the Association.
2. In the event of death, disability, or the resignation of the President, The Vice President shall succeed the position for the unexpired term.

#### **Secretary/ Treasurer**

1. The Secretary/ Treasurer shall assist in giving notice and keep minutes of all meetings of the association and it's Executive Board.
2. He shall keep a record of the names, addresses, telephone numbers and affiliations of all members.
3. He shall receive and retain copies of all official correspondence as well as all other records deemed necessary and beneficial to the association.
4. He shall be the custodian of all N.C.P.D.A. funds and financial records.
5. He shall be responsible for the collection of monies that are due the association.
6. He shall report to the Association at each business meeting the financial status of the association.
7. He shall pay all bill's upon approval by at least two members of the Executive Board.

#### **Executive Board / Board of Directors**

1. The Executive Board shall approve all expenditures in excess of hundred (100.00) dollars.
2. The Executive Board shall provide the members with long range planning suggestion and goals.
3. The Executive Board shall be provided with reports from any committees activities that might exist.
4. All fund raising activities of the Association shall be approved in advance by the Board of Directors prior to implementation.
5. All Board members will attend all Board meetings unless they have been excused from attending for reasons, i.e. medical emergency. Any Board member who is absent from (3) three consecutive meetings without valid excuse may be removed from office by the President and or Executive Board.

## **Article VII**

### **Business Meetings**

1. The N.C.P.D.A. shall meet a minimum of three times per year to conduct a general business meeting.
2. The association shall meet at other times during the year for training purposes, etc.
3. The quorum shall consist of active members, only active members shall cast a vote in the matters relating to the N.C.P.D.A.
4. All meetings shall be conducted when possible in accordance to Roberts Rules of Order.
5. The President shall not cast a vote except to break a tie vote.
6. All members will be provided with an agenda of the scheduled business meeting.

## **Article VIII**

### **Amendments to the By-Laws**

1. Amendments to the by-laws must be submitted to the president and the members of the Executive Board at least thirty days prior to a business meeting. A majority vote of active members will adopt the amendment to the by-laws.