

THE ONTARIO ASSOCIATION OF LAW ENFORCEMENT PLANNERS

Constitution and By-Laws

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Tracking Log of Constitution and By-Law Amendments

Date	Location	Amendment	Approved
May 2007	Ottawa		Yes
November 2010	Waterloo	- Revised job descriptions - Established Communications Director and Business Symposium Co-Chair	Yes
May 2011	Peterborough	- Section Four (d)	Yes

Section One: Name

1.0 The name of this organization shall be: The Ontario Association of Law Enforcement Planners herein referred to as the Association or OALEP.

Section Two: Association Objectives

2.0 The objectives of the Association shall be:

- a. To enhance professionalism in the spirit of continuous innovation in law enforcement planning.
- b. To act as a resource and information centre for the benefit of the membership.
- c. To foster and maintain a network of professional planners that will improve communication and collaboration between law enforcement and public safety agencies.
- d. To provide training and development opportunities for planning professionals in the public safety industry.
- e. To make and adopt a constitution and/or by-laws, rules and regulations for the admission of its membership and for their government, for the collection of fees and dues, for the election and appointment of its officers, for the safe keeping and protection of its property and fund, and when required, to alter, repeal, rescind, or vary its Constitution and By-laws as deemed necessary.

Section Three: The Executive Board

3.0 The Association Executive Board shall consist of: (1) President, (2) Immediate Past President, (3) Vice-President Administration, (4) Finance Director, (5) Program Director, (6) Communications Director, and an *appointed* (7) Business Symposium Co-Chair.

Section Four: Duties of the Executive Board

4.0 Executive Board:

- a. The affairs of the Association shall be under the management and control of the Executive Board.
- b. Reasonable expenses for Officers incurred as a result of their duties to the Association shall be paid upon the approval of the Executive Board.
- c. No two representatives of the same agency shall simultaneously hold an office of OALEP Executive Board, except where the position held is that of Immediate Past President or Business Symposium Co-Chair.
- d. No representative shall hold more than one office at a time, and no representative shall be eligible to serve more than three terms in the same office. In the event

there are no candidates for the vacant office, the Executive Board may appoint an individual to the position until the next scheduled business meeting.

4.1 President:

- a. All external business of the association including meetings that involve semi-annual symposiums and the International Association of Law Enforcement Planners.
- b. Provide leadership for the OALEP Executive and ensure that they are carrying out their responsibilities as outlined in the by-laws and operating guidelines.
- c. Ensure that an orientation session for the Executive is held to include topics such as the Association structure and history, general meeting guidelines, leadership training, group dynamics, conflict resolution, and vision building.
- d. The President shall be responsible for ensuring that By-Laws and Operating Guidelines are read and understood by the Executive Board.
- e. Create an agenda for every Executive Meeting and ensure that the meetings are scheduled to properly accommodate the needs of the Executive Board.
- f. The President will provide the Finance Director with any resources needed to ensure that an annual financial plan and budget for the year is developed by January 31st of each year.
- g. The President shall have ex-officio status on all committees.
- h. The President shall liaise with other similar associations.
- i. The President will ensure that the symposium chairs meet and discuss key issues such as symposium location, logistics, theme, and presentations.
- j. The President will provide the Finance Director with any resources needed to ensure that an annual financial plan and budget for the year is developed by January 31st.
- k. The President shall serve for a two-year term, followed by a one year term as Immediate Past President.

4.2 Immediate Past President:

- a. The Immediate Past President shall provide advice and guidance as needed.
- b. The Immediate Past President shall cultivate and recruit members for leadership positions in the Association.
- c. The election process shall be overseen and run by the Immediate Past President, supported by the Vice-President Administration.
- d. The Immediate Past President shall serve for a term of one year.

4.3 Vice-President Administration:

- a. The Vice-President Administration shall act for the President when necessary in specifically prescribed matters.

- b. The Vice-President Administration shall assist the President in monitoring the development and implementation of the semi-annual Business Symposiums.
- c. Under the direction of the President, the Vice-President Administration shall speak for the Association.
- d. The Vice President Administration shall coordinate with the Communications Director to notify all members of upcoming meetings through the www.oalep.ca website, email messages, and written correspondence.
- e. The Vice-President Administration will maintain and make available to the membership a current membership roster, including: Executive, Committees, and Members.
- f. The Vice-President Administration shall be responsible for the accurate and organized recording of minutes from OALEP Executive meetings and other relevant sub-committee meetings/councils.
 - i. Minutes shall be recorded, typed, submitted to OALEP Permanent Records and subsequently e-mailed to the members of the Executive and/or sub-committee and all other relevant persons.
 - ii. All meeting agendas and minutes shall be available to the general membership through the OALEP website.
 - iii. Send necessary documentation to International Association of Law Enforcement Planners to fulfill Chapter requirements, including:
 - iv. Annual budget report submitted by March 1st; and,
 - v. Business meeting minutes.
- g. The Vice-President Administration shall serve for a two year term.

4.4 Finance Director:

- a. The Finance Director shall be responsible for the custody of all funds and securities belonging to the Association, and shall determine the manner of depositing and safeguarding such funds and securities.
- b. All monies from membership dues and other sources belonging to the Association shall be sent to the Finance Director, who shall disburse funds only in accordance with the By-Laws and Rules established by the Executive Board.
- c. The Finance Director shall prepare working budget within two weeks of the new fiscal year.
 - i. Fiscal budget is to result in a \$0 net profit or loss.
 - ii. There is to be a \$10,000 carrying balance from year to year.
 - iii. Working budget is to be prepared and presented to the rest of the Executive Board at the earliest time at which point it is voted upon.
 - iv. Once accepted any changes must be voted upon

- v. In the case where it is not the Finance Director initiating the change the proposal of change is to be given to the Finance Director 48 hours prior to the Executive Board meeting so that he/she may make an educated assessment as to the feasibility. However, the ultimate change is subject to a majority vote of the Executive Board or Membership.
- d. The Finance Director shall be responsible for preparing a full financial report to the membership at the semi-annual general meeting.
- e. The Finance Director shall be bonded in the amount deemed appropriate by the Executive Board.
- f. Signing authority shall be changed within 3 weeks of turnover:
 - i. Signing authority goes to Finance Director, President, and Vice-President.
 - ii. In the event that one of the above Executive Board members resigns, the signing authority must be changed within 3 weeks to any of the other Executive members.
 - iii. All monies, securities, books, papers, and other property of the Association shall be promptly delivered to the Finance Director's successor.
- g. Keep accounting records current and accurate.
- h. Keep a filed hard copy of receipts to backup expenses claimed. Receipt is to be accompanied by a written explanation of: Cheque number, date and payable to (if applicable), Date of purchase or deposit, event that coincides with transaction, accounts debited or credited.
- i. Update accounting database with every cheque issued and deposit made.
- j. Reconcile bank records monthly.
- k. The Finance Director shall serve for a term of two years.

4.5 Program Director:

- a. The Program Director shall be responsible for the planning, coordination, and the execution of the semi-annual business symposiums.
- b. The Program Director will maintain an active liaison with the International Association of Law Enforcement Planners Training and Certification Coordinator to ensure presentations are of the highest quality and value for Association membership.
- c. The Program Director will recommend the location for the two business symposiums one year prior to symposium date.
- d. The Program Director will liaise with the local law enforcement agency and their appointed Symposium Co-Chair to coordinate all on-site symposium

logistics, including: accommodations, course equipment, presentations, materials, and scheduling.

- e. The Program Director will work with all members of the Executive Board to help with coordination of the symposium, including: budget, registrations, and website, communications, and symposium presentations.
- f. The Program Director shall work directly with the Executive Board to ensure programming meets the needs of the membership at large.
- g. The Program Director shall serve for a two year term.

4.6 Communications Director:

- a. The Communications Director shall maintain the OALEP website with the purpose of informing members of upcoming events, current news and to serve as an information centre for the Association in general.
- b. The Communications Director will work with the Program Director and Symposium Co-Chair for all marketing and communications for the semi-annual business symposiums.
- c. The Communications Director and Vice President Administration shall coordinate to notify all members of upcoming meetings through the www.oalep.ca website, email messages, and written correspondence.
- d. The Communications Director shall be responsible for maintenance of the e-mail account "oalep@oalep.ca" in a timely and professional manner, including:
 - i. The Communications Director and Vice President Administration are responsible for the contents of the account as well as replies to e-mails concerning the Executive Board and the Association.
 - ii. All replies shall be Blind Carbon Copied (BCC) to other Executive Team members to ensure business continuity.
- e. The Communications Director shall coordinate with Executive Board and Business Symposium Co-Chair on the development of the OALEP electronic newsletter on a semi-annual basis.
- f. The Communications Director shall coordinate the design and maintenance of the Ontario Association of Law Enforcement Planners Official website using the address www.oalep.ca.
 - iii. The website for maintenance purposes shall use the login username "XXXX" with the password "XXXX"
 - iv. Design of OALEP website shall be coordinated by the Communications Director, taking under advisement suggestions brought forth by the Executive Board and membership.
 - v. In lieu of the Communications Director maintaining the Association website by his/her own means, with approval of the Executive Board,

- a website development consultant may be hired to maintain www.oalep.ca or any other websites hosted by OALEP.
 - vi. The Website Development Team (WDT) will report and are responsible directly to the Communications Director who will update the Executive Board.
 - vii. Final design and maintenance decisions are reserved for the Executive Board.
- g. The Communications Director shall serve for a two year term.

4.7 Business Symposium Co-Chair:

- a. A Business Symposium Co-Chair will be appointed from each law enforcement agency selected to host the business symposium.
- b. The Co-Chair shall be responsible for assisting with the planning, coordination, and execution of the logistics related to the business symposium.
- c. The Business Symposium Co-Chair will serve as a non-voting member of the Executive on all matters pertaining to the symposium.
- d. The Co-Chair will provide expertise and facilitate selecting and negotiating such entities as: hotels, conference venues, catering, transportation, attractions, and any other entity deemed appropriate by the Executive Board.
- e. The Business Symposium Co-Chair shall serve a term of 6 months, completing with final summary report of the Symposium co-authored with the Program Director to be submitted to the Executive Board one month following the symposiums conclusion.

Section Five: Quorum and Voting

5.0 Executive Board Meetings:

- a. Three (3) members of the Executive Board shall constitute quorum at any meeting of the Executive Board.
- b. Minutes shall be kept of all Executive Board meetings. All minutes shall be approved and shall constitute the record of the Associations proceedings and shall be admissible in evidence as proof of the proceedings.

5.1 Semi-Annual Business Meetings:

- a. Regular business meetings shall be held twice annually.
- b. Ten (10) member agencies shall constitute a quorum for the transaction of all business during semi-annual or special meetings of the Association.

- c. The President of the Association, or in the President's absence the Vice-President, shall preside at all meetings of members, and be referred to as the "Chair of the Meeting".
- d. There shall be one vote per **active membership**. Associate, honorary, and life members shall not have voting privileges. Voting shall take place during semi-annual business meetings scheduled during the business symposium.
- e. Minutes shall be kept of all General or Special Meetings. All minutes shall be approved and shall constitute the record of the Associations proceedings and shall be admissible in evidence as proof of the proceedings.

Section Six: Elections

6.0 Elections:

- a. The term of office for all Officers shall be two (2) years.
- b. The President and Vice President shall be elected at the last meeting of each even year. The Finance Director, Program Director, and Communications Director shall be elected at the last meeting of each odd year.
- c. The entire election process shall be overseen and run by the Immediate Past President, supported by the Vice-President Administration.
- d. The Vice-President Administration shall set all dates pertinent to the election process, as defined by the following:
 - i. Each candidate must be nominated orally at the semi-annual business meeting, and the nomination of any person absent from the meeting shall not be received expect on the production to the chair of a signed letter from the candidate stating the consent to the candidature.
 - ii. All nominees must be from an agency with active membership and must have attended at least one business symposium.
 - iii. Nominees must have Executive support from their respective organization to be eligible for election.
 - iv. All nominations for offices shall be voted on by secret ballot, unless there is only one candidate.
 - v. Two (2) scrutineers shall be appointed from the floor to distribute and count the ballots.
 - vi. Candidates receiving the majority of votes shall be declared elected.
 - vii. In the event no candidate receives a majority of votes, another ballot shall be taken between the two candidates who received the most votes.
 - viii. Nominee speeches will be given at the start of the semi-annual business meeting during the symposium.
- e. In the event of a vacancy occurring on the Executive Board during the year from any cause whatsoever or should be a failure to elect the full number of

representatives at the semi-annual business meeting, such vacancy shall be filled by a by-election from among qualified members at the next general meeting.

Section Seven: Membership and Privileges

7.0 Membership Class:

- a. Active
 - i. Full membership in the Association shall be restricted to employees of law enforcement or public safety agencies. By becoming a member of the Association, it is understood that each member accepts all aspects of this Constitution.
- b. Associate
 - i. Any individual with a professional or academic interest in the law enforcement planning function who has paid their annual association dues in full shall be granted Associate Membership. An associate member shall have privileges of active membership except those of holding office and voting.
- c. Honorary Member
 - i. Any person not eligible for active or life membership who has rendered exceptional service to the law enforcement planning community may be granted an honorary membership by a majority vote at any business meeting. Honorary members shall be reviewed and approved annually by the Executive Board at their first meeting held each calendar year. Honorary memberships retain their title for life.
- d. Life Member
 - i. An active member who has rendered distinguished service to the Association may upon retirement be granted a life membership by a majority vote at any General Meeting. A life member shall not hold office and shall not vote.

7.1 Privileges of Membership:

- a. Upon payment of an annual fee to be determined by the current Executive, full members of the Association shall be entitled to:

- i. Vote and take part in all elections of the Association;
 - ii. Be eligible to hold elected or appointed office in the Association;
 - iii. Vote at all general assembly's of the Association;
 - iv. Request to see the Association finances in the presence of the Finance Director at the semi-annual business meeting;
 - v. Be granted access to the members only section of www.oalep.ca;
 - vi. Receive preferred membership rates to Association events and training opportunities;
 - vii. To receive copies of all communications that the Association prepares for its members; and,
 - viii. Shall be granted access to the OALEP ListServ.
- b. Each member agency shall be encouraged to present a minimum of one project every three years.
 - c. Associate, honorary, and life members are entitled to all privileges aforesaid with the exceptions of part i, ii, iii, and, iv.
 - d. The member agency shall not attempt to influence legislation or participate in political activities on behalf of the Association without the expressed written approval of the Executive Board.

Section Eight: Membership Fee

8.0 Membership Fees:

- a. The membership fees shall be determined by the membership at the semi-annual business meeting, providing that the motion has been introduced at, and published in the minutes of, the preceding business meeting.
- b. The fee is payable to the Association when application for membership is made, and annually thereafter by April 1.
- c. The Finance Director shall distribute billings to members during the month of January each year.
- d. A member who is one fiscal year in arrears shall not be eligible for office and shall be prohibited from taking part in any meeting of the Association. A member in arrears beyond one year shall be notified in writing by the Finance Director and, if payment is not received within thirty (30) days following such notification, membership shall be automatically terminated.
- e. Any proposed changes to membership fees shall be brought forward to the membership during the semi-annual business meeting.
- f. Membership fees are not refundable, in full or in part, for any reason.

Section Nine: Committees

9.0 Standing Committees:

- a. All committees deemed necessary shall be approved by the membership, or the Executive Board, and shall be canceled upon completion of the task assigned.

9.1 Finance Committee:

- a. A standing finance committee composed of representatives of two (2) member agencies shall be appointed. This committee shall review and audit the financial records and report the results to the membership at each business meeting.

9.2 Training Committee:

- a. A standing training committee shall be appointed to identify, recommend, and coordinate training initiatives for the membership.

Section Ten: Rules of Order

10.0 Rules of order shall include:

- a. The President shall preserve order and decorum, and decide questions on order or practice, stating the rule applicable.
- b. The President shall not vote on any motion unless on an equal division, except in the election of officers.
- c. No member, while speaking, shall be interrupted, except upon a point of order.
- d. No person shall speak more than once on the same question, nor longer than ten (10) minutes.
- e. When a question is being debated, no motion under discussion shall be received, except to amend, to postpone, or lay on the table the previous question, or to adjourn.
- f. All motions before being debated shall be read by the Vice President Administration.
- g. The method of voting on any matter, other than elections at the Semi-Annual General Meeting, may be presented at any meeting and shall be decided upon by two thirds majority of the members in attendance.
- h. All meetings may be recorded on tape by the Vice President to aid in record keeping of all meetings.
- i. Whenever possible, consensus shall be sought. However, Robert's Rules of Order shall be used when required.

Section Eleven: Amendments to the Constitution and By Laws

- 11.0 Amendments may only be made when the following conditions are met:
- a. Amendments to the by-laws may be made at any general or special meeting of the Association upon two thirds majority vote of the members present, subject to due notice having been given.
 - b. Notice of any proposed changes of amendments to the by-laws and constitution shall be received in writing to the Vice President Administration and included in the notice calling the meeting.