

North Carolina Internal Affairs Investigators Association



The Constitution and By-Laws

*The Constitution of the
North Carolina Internal Affairs Investigators Association*

Amended Ratified: May 16th, 1967

Amended: May 22nd, 1998

Amended: May 18th, 2001

Amended: August 22nd, 2003

Amended: August 10th, 2004

Amended: August 22nd, 2007

Amended: August 6, 2009

Amended August 12, 2010

Amended August 12, 2011

ARTICLE I

Section 1 – This organization shall be known as the North Carolina Internal Affairs Investigators Association.

Objectives of the Association

The purpose of the North Carolina Internal Affairs Investigators Association shall be to develop and establish professional standards of performance and integrity for the Internal Affairs investigators; to provide training designed to foster professional growth and development; to present a forum for discussion of common problems and current decisions; to gather and disseminate information regarding improved administrative and technical practices; to assist law enforcement agencies in the establishment and continued development of Internal Affairs Investigative units; and to foster law enforcement cooperation and exchange of information and benefits of experience among Internal Affairs Investigators throughout North Carolina. To provide a network and support structure in which agencies can share resources, contact information, and technology. And to assist member agencies with any Internal Affairs Investigation within the parameters of applicable law and policies.

ARTICLE II

Section 1 – **Membership** – Membership in this Association shall consist of three classes: Active, Associate, and Honorary.

Active Membership shall consist of municipal, county, and state law enforcement agencies and other governmental agencies that conduct Internal

Affairs investigations and/or provide direct review of the investigations. Candidates for membership shall be approved by the Executive Committee.

Associate Membership shall consist of individuals who shall have all privileges of Active Membership except they shall not have the privilege to vote. Those eligible to apply for Associate Membership shall include the following: Full time Police Attorneys; the Director and Assistant Directors of the North Carolina Criminal Justice Training Academy; the Director and Assistant Directors of the North Carolina Criminal Justice Training and Standards Commission; the Director and Assistant Director of the North Carolina Sheriff's Education and Training Standards Commission; Instructors of Law Enforcement programs of Community Colleges and or Universities; former Association and Active members who have retired from law enforcement. Associate membership shall not be extended to personnel engaged in for hire services such as merchant patrols, private detectives, security guards, and similar services. Any active member who during the course of serving out an elected and/or appointed term, retires from a law enforcement position shall become an Associate Member and without disruption serve out the elected and/or appointed term, and retain voting rights for the purpose of conducting Association business until such time as the elected and/or appointed term expires. A member of the Association who retires from law enforcement and remains in good standing with the Association, may be appointed to and serve on the Executive Committee. A Past President of the Association who retires may hold an elected or appointed position as long as he remains active in the association. Associate Membership shall be approved by the Executive Committee.

Honorary Membership shall consist of those persons who have contributed to the improvement and advancement of the Association. Nominations of persons for Honorary Membership shall be submitted by an Active or Associate Member to the Executive Committee for review and approval. Honorary members shall be appointed for life, unless excluded from membership by the Executive Committee. Honorary Memberships shall not be charged Association dues and will be exempt from paying any fees associated with any training conferences held by the Association. A member serving the Association in the position of President shall, at the time of his/her retirement or conclusion of the term as President shall become an Honorary Member for life. In the event a Past President remains active in the Association, he/she will be considered as an Active/Honorary member retaining voting rights. The list of Honorary Members shall be reviewed annually by the Executive Committee for the purpose of determining continuation of membership.

Section 2 – Voting – Only Active, Associate Members (as set out above) and Honorary Members shall have the right to vote. With the exception of the aforementioned voting rights of elected and/or appointed positions within the Association, each member agency attending any training or Annual Conference will have one vote per agency represented.

ARTICLE III

Section 1 - Elected Officers of the Association – The elected officers of this Association shall be called the Executive Board consisting of a President, Vice-President, Secretary, Treasurer, and Chaplain, each of whom shall be active members of the Association. They shall be elected at the Annual Conference of the Association and shall assume their office at the conclusion of the Annual Conference. At the Annual Conference the current serving Vice-President of the Association shall ascend to the position of President for the upcoming term of office. If the Vice-President cannot ascend to the higher office of President he or she shall notify the Executive Board prior to elections at the Annual Conference. The Executive Board will notify the voting agencies of this change prior to accepting nominations for the elected position. The vacancy for the position of President shall be filled by a unanimous vote of the current serving Executive Committee until the next Annual Conference.

Section 2 – The term of office for the elected officers shall be one (1) year with the term of office expiring at the conclusion of the next Annual Conference, with the exception of the Secretary and the Treasurer. The Secretary and the Treasurer will serve a term of two (2) years with their term expiring at the conclusion of the Annual Conference convened two (2) years after being elected to the position of either Secretary or Treasurer.

Section 3 – Nominations for Executive Board officers of the Association shall be made from the floor by active members at the Annual Conference.

Section 4 – If a vacancy occurs in any office, other than President or Executive Committee Member, during the term of office, it shall be filled by the Executive Committee. The vacancy is deemed to have occurred when;

1. The office holder notifies the President or Executive Board/ Committee that he or she is unable to complete the term of office.
2. The office holder is deceased.
3. The office holder, by majority consent of the Executive Board/ Committee, is determined to be unable to complete the term of office because of medical reasons, gross negligence or inefficiency, termination from his or her employment, or conviction of a serious misdemeanor or felony.

Vacancies occurring on the Executive Committee shall be filled by Presidential appointment.

ARTICLE IV

Duties of Officer

Section 1 – President – The president shall preside at all meetings of the Association. In conducting meetings of the Association, the President’s decision shall be final unless otherwise provided for by this Constitution. The President’s decision may be reversed by two third (2/3) vote of the membership present at the regular Annual Conference. The President shall appoint pro-tem officers in cases of absentees. If in the opinion of the President, with approval of the Executive Board/ Committee, as occasions or circumstances shall warrant calling a special meeting, he/she shall have the authority to call such a meeting and shall notify the membership of the date, time, and location of such special meeting, and the purpose of same. It shall be the President’s duty, together with the Treasurer, to approve all checks drawn against the funds of the Association. The President shall be a member of all committees.

Section 2 – Vice-President – In cases of death, resignation, removal, suspension, inability to serve or absence of the President, the Vice-President shall assume all duties and responsibilities of the position of President and execute those duties and responsibilities according to the documents of the Association. The Vice-President shall be a member of all committees.

Section 3 – Treasurer – The Treasurer shall collect all monies and, with approval of the President, shall disperse any necessary funds and make an accounting of such funds at the regular Annual Conference. The Treasurer shall place all unexpended money in a fund to credit of the Association. The Treasurer shall perform all other duties required of him or her by the President of the Association. It shall be the duty of the Treasurer to keep an accurate record of all financial records and financial transactions of the Association and file all documents and financial minutes relating thereto.

Section 4 – Secretary – The Secretary shall handle correspondence related to the Association, maintain a current roster and updated copy of the Association’s Constitution and By-Laws, which shall be considered the “official copy”. The Secretary shall be responsible for keeping accurate records of all Association meetings, and make them reasonably available to the member agencies and membership of the Association.

Section 5 – Chaplain – The Chaplain shall open and close meetings of the Association with prayer. The Chaplain shall perform other benevolent duties assigned by the Association’s Executive Board officers and/or Executive Committee.

ARTICLE V

Section 1 – Executive Committee – The Executive Committee shall consist of the elected Board officers of the Association in addition to nine (9) Presidential appointments for a total of fourteen (14) Executive Committee members. The term of the office of each appointed member shall be one (1) year, expiring at the conclusion of the next Annual Conference, and each President, on taking office, shall appoint the eligible members to the vacant positions on the Executive Committee, providing the appointed member is eligible and in good standing with the Association. The retiring President shall be a member of the Executive Committee for a period of one (1) year from the time of his/her expiring term expiring at the conclusion of the next Annual Conference. In the event a retiring President of the Association retires from law enforcement, he/she will be allowed to serve out their term on the Executive Committee as the Past President with all voting rights and responsibilities of an Executive Committee member. Any active member who during the course of serving out an elected and/or appointed term retires from a law enforcement position, may without disruption of serving out the elected and/or appointed term become an Associate Member of the Association and retain voting rights for the purpose of conducting Association business until such time as the elected and/or appointed term expires. A member of the Association who retires from law enforcement and remains in good standing with the Association, may be appointed to and serve on the Executive Committee for a period of one year after such retirement takes effect. Except for the aforementioned provisions, all Executive Committee members must be Active Members of the Association. The President shall act as the Chairman of the Executive Committee. The Executive Committee shall to the best of their ability, act in the best interest of this Association, carry out the instructions of the membership and shall take all necessary steps to promote and support the purpose of the Association.

Section 2 – Other Committees – The President shall have the authority from time to time to appoint such additional committees as necessary to carry on matters for the best interest of the Association.

ARTICLE VI

Section 1 – There shall be an Annual Conference and other conferences as set by the President and the Executive Committee at a place agreed upon by the Executive Committee. Notice shall be given the membership at least two (2) weeks in advance. A quorum for the purpose of transacting business of the Association shall consist of a majority of the Executive Committee or Active Members present at the meeting.

Section 2 – The Executive Committee shall meet at the Annual Conference of the Association and at least two (2) other times during the year as called by the

President. A majority of the Executive Committee shall constitute a quorum for the transaction of business. Notice of these meetings shall be given at least two (2) weeks in advance.

ARTICLE VII

Section 1 – Amending Constitution – In order that the Constitution is amended, a majority of the membership assembled at the annual conference must vote in favor of the proposed amendment. Amendments may be proposed by the Executive Committee or by petition of fifteen (15%) of the Active Member agencies.

Section 2 – Changing By-Laws – In order for the By-Laws of this Association to be changed, a majority of the membership assembled shall vote in favor of the proposed change. Proposed changes may be recommended by the Executive Committee or by an Active Member at the Annual Conference. The proposed change(s) shall be presented to the membership on the first day of the Annual Conference and will be voted on during the subsequent business meeting.

ARTICLE VIII

Section 1 – Distinguished Service Award – The NCIAIA shall bestow a “Distinguished Service Award” to the eligible member chosen by consensus of the Executive Committee at the Annual Conference. Nominations for this award will be sought each year by the Executive Committee from Active Members of this Association seeking to recognize an Active Member who has distinguished his or herself in the field of Internal Affairs, as a member of this Association, as a law enforcement professional and member of their community. In the event that no nominations are received or the Executive Committee chooses not to bestow the honor for any given reason, no award will be presented and/or awarded.

Approved at the Annual Conference on the 12th day of *August, 2011*

Kanawha Petty
Secretary

Richard Thompson
President

BY-LAWS

OF THE

NORTH CAROLINA INTERNAL AFFAIRS INVESTIGATORS ASSOCIATION

Section 1 – The yearly dues of this Association shall be determined annually by the Executive Committee. Annual dues for the member agencies will be due on January 1 of each year and last for one (1) year through December 31. Fees for all training conferences and the Annual Conference shall be set by the Executive Committee.

Section 2 – The suggested order of business of the Association at the Annual Conference shall be as follows;

- 1 – Calling the Association to Order**
- 2 – Roll Call of Agencies**
- 3 – Reading of minutes of previous meetings**
- 4 – Bills and Communications**
- 5 – Reports of the Executive Committee**
- 6 – Reports of special committees**
- 7 – Old Business**
- 8 – New Business**
- 9 – Nominations and election of Officers**
- 10 – Adjournment**

Section 3 – In the event this Association should dissolve, all Association monies shall be given to a non-profit laws enforcement related association with like or similar purposes, and in no case shall any Association money be given to or be used for the direct benefit of any individual.

Reviewed by the Executive Committee and amended on the 12th day of *August* 2011.

Kanawha Perry
Secretary

Richard Thompson
President