

**State of Ohio Accreditation Resource
Coalition**

By-Laws

Reviewed and Revised

October 18, 2007

(Proposed changes to Soar By Laws are under section IV. ORGANIZATION – bullets 1 and 3)

State of Ohio Accreditation Resource Coalition By-Laws

I. NAME

1. The organization shall be known as the State of Ohio Accreditation Resource (SOAR).

II. MEMBERSHIP

1. Membership shall be open to any law enforcement agency interested in the process of attaining, or maintaining accreditation. Membership shall be granted upon receipt of a completed membership application and annual dues.

III. PURPOSE

1. SOAR supports the concept of accreditation of law enforcement related agencies, its philosophy, and objectives as a means to enhance the quality of law enforcement services. Therefore, SOAR shall provide an organization for member agencies to encourage communication, mutual cooperation, support, and the sharing of resources.
2. SOAR, as a representative of its member agencies, communication agencies, and peace officer training academies, shall act as a collective voice to CALEA (Commission on Accreditation for Law Enforcement Agencies) in matters and issues of concern and relevance to its members and other accreditation coalitions.

IV. ORGANIZATION

1. The elected officers of SOAR shall be the President, Vice-president, Secretary, and Treasurer. They shall be elected by a majority of written ballots cast and shall serve a term of two years beginning in the month of January. The President and Secretary shall take office during the even years while the Vice-president and Treasurer shall take office during the odd years. The Trustee (past President) shall assume office in January when the new President takes office. These officers shall be known as the *Executive Board*. ~~The Sergeant at Arms is appointed by the incoming President and is not a member of the *Executive Board*.~~
2. Each office must be held by a member of a different agency.
3. *Each of the 4-Executive Board positions would be limited to two consecutive terms in any given position. Any member appointed to fill a*

vacated seat would not have that service time counted toward their two consecutive term limit. These term limits would be in place from the elections of December 11, 2009, forward.

4. The outgoing President shall assume the title and position of Trustee and shall remain on the *Executive Board* to ease the transition and provide the board insight until such time s/he is replaced by the current outgoing President. The Trustee shall vote on matters brought before the *Executive Board* only in cases where a tie in voting has occurred.

VI. DUTIES OF OFFICERS

1. All members of the organization owe a professional standard of care in their dealings on behalf of the ~~network~~ organization.

2. Duties of the individual officers:

A. **PRESIDENT:** It shall be the duty of the President to preside at all meetings, to sign the records thereof, and in general, perform all duties usually incident to such office, or which may be required by the members or officers.

B. **VICE-PRESIDENT:** It shall be the duty of the Vice-president to perform all duties of the President, in case of his/her absence or disability, and to chair all committees.

C. **SECRETARY:** It shall be the duty of the Secretary to keep an accurate record of attendance at regular membership meetings, the acts and proceedings of meetings, give all notices as required by the organization, keep proper records of correspondence, and in general perform all duties usually pertaining to the office. Upon the expiration of his/her term of office, the Secretary shall deliver all books, papers, and property of the organization on hand to the successor or to the President.

D. **TREASURER:** The Treasurer shall receive and accurately keep all assets belonging to the organization and disburse the same under direction of the officers; shall keep an accurate account of the finances of the organization. The Treasurer shall present, at each meeting, a statement of financial dealings and on expiration of his/her term of office, shall deliver to the President all money and other organization property on hand. The President shall appoint a committee to audit the financial records at the end of each term. Upon completion, the committee shall issue a report as to their findings. The Treasurer shall maintain a current listing of member agencies and post the list on the organization website.

E. **TRUSTEE:** The Trustee shall assume the office and duties of Trustee once

s/he is replaced as President. The Trustee shall smooth the transition for the newly elected President and/or other officers and provide valuable insight to the body as a whole. The Trustee votes with the *Executive Board* only as a tie-breaker.

VI. VOTING

1. Each member agency shall be entitled to one (1) vote regardless of the number of members from the agency.

VII. NOMINATIONS AND ELECTION OF OFFICERS

1. Nomination for officers shall be conducted at the August meeting. Nominations shall be confirmed with potential candidates before the October meeting. Confirmed nominations shall be presented to the membership during the October meeting.
2. After confirmation of nominated candidates, a ballot showing the office and members nominated for that office shall be prepared and mailed to all eligible members agencies before the December meeting. The agency may return the ballot by mail or in person at the December meeting. All ballots received by mail must remain sealed until such time as ballots are counted during the December meeting.
3. In each office, the member receiving the highest number of votes shall be declared as elected and shall prepare to assume office on January 1 of the year following.
4. All ballots shall be developed, mailed and received by the Trustee. All mail-in ballots must be marked on the envelope as "BALLOT". The Trustee shall retain possession of all ballots before, during, and after the election. After the election, ballots shall be retained for 60 days in case of a challenge to the election. If no written challenge is filed, ballots shall be destroyed.

In the event that the Trustee is not available to perform these duties, the *Executive Board* members not being elected shall develop, mail, receive, count, and secure the ballots. (I.e. President and Secretary being elected, duties shall be carried out by the Vice-president and Treasurer).

5. Should the President leave or otherwise vacate office, the Vice-president shall assume the title and duties of President.
 - A. Should the President become disabled, leave, or otherwise vacate his/her

office and no Vice-president is in office, the Treasurer shall assume the office of President and shall convene an emergency or special meeting for the purpose of holding nominations for election of officers for the remainder of the term of the vacated offices.

6. Should the Vice-president, Secretary or Treasurer leave or otherwise vacate his/her office, the *Executive Board* shall appoint a member to fill the unexpired term of that office. The appointment must be ratified by the members at the following meeting. The *Executive Board* may ask for volunteers or nominations for the position.

VIII. MEMBERSHIP WAIVER

1. Waiver of membership dues may be requested for hardship or similar reason. Such requests must be presented in writing at regular meetings with reasons for the waiver and voted upon by the membership present.

IX. QUORUM

1. At all regular membership meetings, attendance of 10 member agencies shall constitute a quorum for the transaction of organization business.

X. DUES

1. Membership fees shall be \$75.00 annually, per member agency, payable before the February meeting.

2. Agencies seeking membership after July 1 of any year shall pay a prorated membership fee of \$40.00 for the current year. Membership fees thereafter shall be \$75.00 annually.

3. The payment of membership fees entitles the member agency to all rights and privileges of the organization.

I. MEETINGS

1. Regular membership meetings shall be held during the third week of even numbered months beginning in February. A special meeting may be called by the officers if business warrants. Should a meeting date fall on a holiday, another date shall be set by the officers at the previous meeting.

XII. MEETING MINUTES

1. The Secretary will post the minutes on the SOAR website or distribute them by other means a minimum of two weeks prior to the next regularly

scheduled meeting.

XIII. COMMITTEE

1. Officers may appoint a committee of not less than three members to perform tasks, research, and other duties the organization may require.

XIV. AMENDMENTS

1. This code of By-Laws may be amended or repealed, or a new one adopted, at any regular meeting of business or at any special meeting called for that purpose.
2. Amendments and/or additions to the organization By-Laws shall be provided to each member agency 30 days in advance of a scheduled meeting to allow for review by the agency. A vote for ratification shall take place at the scheduled meeting after discussion of the changes. If the amendments, additions, or repeal is not ratified, the articles in question shall be returned to committee further review.
3. The President upon assumption of his/her office shall establish a committee for the purpose of reviewing the By-Laws and all standing policies of the organization.

XV. ORDER OF BUSINESS

1. Meetings shall be opened by the President. At each meeting, the order of business shall be:
 - A. Reading of the minutes of the previous meeting, and acting thereon;
 - B. Reports from the President, Vice-president, Secretary and Treasurer;
 - C. Reports from committees;
 - D. Unfinished business;
 - E. New business;
 - F. Adjournment.

XVI. MOTIONS

1. Any new business must be presented to the membership in the form of a motion. This motion must be receive a second. If a second is not received, the motion is dead. If a second on the motion is received, then a discussion on the motion can

be held.

2. After discussion of the motion, the President may:
 - A. Call for a vote;
 - B. Table the motion until the next meeting;
 - C. Table the motion indefinitely.

XVII. GENERAL

1. The SOAR organization is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of the any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Upon dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

These By-Laws were amended and approved on the following date in accordance with section XIV of the State of Ohio Accreditation Resource Coalition By-Laws.

_____ President

_____ Vice-president

