

ALBERTA ASSOCIATION OF CHIEFS OF POLICE

BYLAWS

I. NAME

1.0 The name of the Association is the "**Alberta Association of Chiefs of Police**".

II. DEFINITIONS AND INTERPRETATION

2.0 Definitions:

2.1 "**Act**" means the *Police Act*, R.S.A. 2000, c. P-17, as amended;

2.2 "**Active Member**" means a Member of the Association who enjoys the full privileges and responsibilities of membership in the Association including the right to attend and vote at all meetings of the Association;

2.3 "**Appoint**" means "**elect**" or vice versa;

2.4 "**Associate Member**" and "**Associate Corporate Member**" means a Member of the Association who enjoys the full privileges and responsibilities of membership in the Association save and except the right to vote at any meetings of the Association;

2.5 "**Association**" means the Alberta Association of Chiefs of Police;

2.6 "**Board**" means the Board of Directors of the Association;

2.7 "**First Nations Agency**" means a First Nations Police Service that has achieved full policing status pursuant to section 5 of the Act;

2.8 "**Honorary Member**" means a Member of the Association who enjoys the opportunity to attend meetings of the Association upon the invitation of the President without the opportunity to exercise voting rights at any meetings of the Association;

2.9 "**Medium-sized Agency**" means a police service whose sworn membership numbers between 30 and 250 inclusive;

2.10 "**Meeting**" means a meeting of the Members of the Association;

2.11 "**Member**" means a Member of the Association;

2.12 "**Minister**" means the Minister designated under section 16 of the *Government Organization Act*, R.S.A. 2000, c. G-10, as the Minister responsible for this Act;

2.13 "**Officers**" means the President, Secretary, Treasurer, and Past President of the Association;

2.14 "**Regulations**" means the *Police Service Regulation*, A.R. 356/1990, as amended;

- 2.15 "*Small Agency*" means a police service whose sworn membership numbers less than 30;
- 2.16 "*Special Resolution*" means:
- (i) a resolution passed by the vote of not less than seventy-five (75%) percent of the Active Members at a meeting of the Association; or
 - (ii) a resolution consented to in writing by all of the Active Members.

III. **MEMBERSHIP**

3.0 Membership in the Association is currently divided into four (4) classes:

- Active
- Associate
- Associate Corporate Membership
- Honorary

3.1 The following persons are eligible to become Active Members and upon appointment have the full privileges and responsibilities of membership including the right to vote at all meetings of the Association:

- 3.1.1 The Chief of Police of a municipal or regional police service created pursuant to section 24 or 27 of the Act.
- 3.1.2 The Commanding Officer of the R.C.M.P., "K" Division.
- 3.1.3 The Commissioned Officer in charge of the R.C.M.P. Districts, "K" Division.
- 3.1.4 The Commissioned Officer in charge of a contracted municipal R.C.M.P. detachment.
- 3.1.5 The Chief of Police of a First Nations Police Service that has achieved full policing status pursuant to section 5 of the Act.
- 3.1.6 The Chief or Director of the Canadian National Railway Police and the Canadian Pacific Railway Police, employed in Alberta.
- 3.1.7 The Area Provost Marshall of the Military Police for Land Forces, Western Area.

For greater certainty, the Active Member may delegate a representative, with the approval of the President, to attend a meeting of the Association and to exercise voting rights as an Active Member.

3.2 The following persons are eligible to become Associate Members and upon appointment have the full privileges and responsibilities of membership save and except the right to vote at any meetings of the Association:

- 3.2.1 Any real person (not a body corporate).

- 3.2.2 Persons who can demonstrate that their membership would contribute to the objectives and goals of the Association and who meet one of the following criteria:
- (a) Persons who are involved in either public policing or the administration of justice at an executive level and heads of security for Provincial and Federal crown departments, boards and agencies;
 - (b) Persons who are academic researchers with extensive experience in policing issues; or
 - (c) Persons who are leading specialists who will provide a pro-bono service to the Association; or
 - (d) The deputy chief or [2 i/c] of any police agency identified in Article 3.1.1, 3.1.2, 3.1.4, 3.1.5, or 3.1.6 herein; or
 - (e) The Chief of Police of a First Nations Police Service established pursuant to a policing tripartite agreement with the Governments of Alberta and Canada which has not yet received the approval of the Minister pursuant to section 5 of the Act for full policing responsibilities.
- 3.3 Subject to annual review by the Members, the following persons are eligible to become Associate Corporate Members and, upon appointment, have the full privileges and responsibilities of membership save and except the right to vote at any meetings or hold executive office of the Association:
- 3.3.1 Any real person (not a body corporate).
 - 3.3.2 Persons who are employed at a senior management level by a corporation that has a close working relationship with policing in Alberta and can demonstrate that their membership would contribute to the activities, objective and goals of the Association.
- 3.4 Subject to annual review by the Members, the following persons are eligible to become Honorary Members and will enjoy the opportunity to attend meetings of the Association upon the invitation of the President without the opportunity to exercise voting rights:
- 3.4.1 The Solicitor General for the Province of Alberta.
 - 3.4.2 The Deputy Solicitor General for the Province of Alberta.
 - 3.4.3 The Assistant Deputy Solicitor General, Public Security Division, for the Province of Alberta.
 - 3.4.4 The President of the Alberta Association of Police Governance.
 - 3.4.5 All retired Active Members of the Association.
 - 3.4.6 Any person who, in the opinion of the Members, would further the objectives and goals of the Association.

IV. **APPLICATION FOR MEMBERSHIP**

- 4.0 All persons who wish to become an Active, Associate or Associate Corporate Member may make application to the President.
- 4.0.1 All persons seeking to become an Associate Member must submit an application to the President stating how they comply with the criteria set out above at 3.2.1 and 3.2.2 and the President shall prepare a written recommendation for consideration and approval of the Active Members at the meeting subsequent to the receipt of the application.
- 4.0.2 All persons seeking to become an Associate Corporate Member must submit an application to the President stating how they comply with the criteria set out above at 3.3.
- 4.0.3 The President will present every new application regarding an Active Member or Associate Member to the next meeting for consideration and approval by the Members.
- 4.1 Any Active Member may, at a meeting, propose that any person be considered or approved for membership whose qualifications satisfy Article 3.2 or 3.3 or 3.4.

V. **TERMINATION OF MEMBERSHIP**

- 5.0 Membership in the Association shall be terminated whenever a Member:
- 5.0.1 Fails to pay the prescribed annual membership fees to the Treasurer on or before April 30th of each year;
- 5.0.2 Ceases to be eligible for membership pursuant to Article 3; or
- 5.0.3 Resigns or withdraws his or her membership in writing directed to the President.
- 5.1 Membership in the Association may be terminated for discreditable conduct pursuant to Article 7.0.

VI. **ANNUAL FEES**

- 6.0 Active Members and Associate Members shall pay annual membership fees as set forth herein.
- 6.1 The annual membership fee for Active, Associate and Associate Corporate members shall be proposed by the Board of Directors at the AACP annual fall meeting.
- 6.2 The amounts proposed by the Board of Directors shall be reviewed at the Fall Meeting of the Association and passed by a majority vote of the Active Members.
- 6.3 The Active Members at a meeting may, by majority vote, levy any special or extraordinary general fee to be paid by the Members.

6.4 Any new Members approved during the course of the year will be assessed a membership fee to be determined by the Treasurer based upon the number of months remaining in the year after approval is granted by the membership.

6.4.1 The new membership will not be effective until the fee assessed pursuant to Article 6.3 is paid in full.

VII. **CONDUCT OF MEMBERS**

7.0 Any Member whose conduct is discreditable or prejudicial to the Association may be suspended from membership by the Board of Directors.

7.0.1 Any suspension declared by the Board of Directors will be brought before the next meeting of the Association for review by way of a motion.

7.0.2 Any Member whose conduct is determined at a meeting to be in breach of this Article or these By-laws may be suspended, temporarily or permanently, from the Association upon any reasonable terms which the Active Members see fit to apply.

7.1 Any Member whose membership is to be reviewed pursuant to Article 7.0.2 will be provided with three (3) weeks notice in writing by the Board of Directors.

7.1.1 The Member may upon petition present himself or herself at the meeting to address any of the matters under review.

7.1.2 The Member will be excluded from the meeting when his or her suspension is voted upon by the Active Members.

VIII. **BOARD OF DIRECTORS**

8.0 The Board shall always consist of six (6) Directors and shall always be comprised as follows:

- (1) The Chief of Police of the Edmonton Police Service;
- (2) The Chief of Police of the Calgary Police Service;
- (3) The Commanding Officer of the R.C.M.P., "K" Division;
- (4) The Chief of Police of a Medium-sized Agency;
- (5) The Chief of Police of a Small Agency; and
- (6) The Chief of Police of a First Nations Agency.

8.1 Unless otherwise provided for herein, the Board shall have full control and management of the affairs of the Association.

8.2 The members of the Board of Directors shall be selected from among the Active Members of the Association.

IX. APPOINTMENT OF DIRECTORS

9.0 The Directors shall be appointed by the Active Members in accordance with Article 8.0. For greater certainty, the Active Members may replace any or all of the Directors listed under Article 8.0(4), 8.0(5) and 8.0(6) as and when the same is necessary and in accordance with these By-laws.

X. MEETINGS

10.0 The Board, in its sole discretion, is entitled to meet from time to time.

10.1 Any four (4) members of the Board shall constitute a quorum.

10.2 The Directors will not receive any remuneration for their services but may, on a motion passed by the Association at a meeting, be reimbursed for expenses incurred on behalf of the Association.

XI. OFFICERS OF THE ASSOCIATION

11.0 There shall be four (4) Officers of the Association:

11.0.1 President;

11.0.2 Secretary;

11.0.3 Treasurer; and

11.0.4 Past-President.

11.1 The general duties and responsibilities of the President include:

11.1.1 Supporting and promoting the objective and goals of the Association;

11.1.2 Representing the interests and concerns of the Association to the Government of Alberta, and to any other person, corporation, public agency or institution;

11.1.3 Managing the affairs of the Association;

11.1.4 Encouraging new membership in the Association; and

11.1.5 Presiding at meetings of the Association.

11.2 The President will also have the following specific authorities and obligations:

11.2.1 To be an ex-officio member of all committees of the Association;

- 11.2.2 To appoint for the remainder of an unexpired term of office any Active Member as Treasurer or Secretary, as the case may be, in the event that the office is vacated prior to the end of the Treasurer's or Secretary's term, as the case may be.
- 11.2.3 Receiving, keeping, and archiving the principal correspondence of the Association;
- 11.3 The general duties and responsibilities of the Secretary include:
 - 11.3.1 Attending all meetings of the Association and of the Board, and to keep accurate minutes of the same;
 - 11.3.2 The custody and use of the seal of the Association;
 - 11.3.3 Being responsible for all correspondence of the Association, under the direction of the President and the Board;
 - 11.3.4 Keeping an up-to-date record of all Members of the Association;
 - 11.3.5 Sending notices of the meetings of the Association as required;
- 11.4 The general duties and responsibilities of the Treasurer include:
 - 11.4.1 Managing the fiscal affairs of the Association, including:
 - 11.4.2 Collecting membership dues and any other revenue of the Association;
 - 11.4.2.1 Paying the debts of the Association;
 - 11.4.2.2 Keeping the financial accounts of the Association;
 - 11.4.2.3 Preparing and presenting a report of the financial status of the Association for each meeting of the Association; and
 - 11.4.2.4 Ensuring the books and statements of account of the Association are audited annually in accordance with Article 16.1.
- 11.5 Notwithstanding the application of Articles 12 and 13, the Treasurer shall assume the title, duties and responsibilities of President for the remainder of an unexpired term of office vacated by the President before an election.
- 11.6 The President, Secretary, Treasurer and Past-President shall not receive any remuneration for their services but may, on a motion passed by the Association at a meeting, be reimbursed for expenses incurred on behalf of the Association.
- 11.7 The offices of Secretary and Treasurer may be held by one person.
- 11.8 The office of Past-President shall be held by the most recent outgoing President who remains an Active Member of the Association.

XII. ELECTION OF OFFICERS

- 12.0 The Active Members shall elect the Officers of the Association at a meeting of the Association as and when the same is necessary.
- 12.1 The term of office for President, Secretary and Treasurer will be two (2) years commencing with the first meeting of the Association in the year of election, until the first meeting of the Association two years hence.
- 12.1.1 Officers may succeed themselves in consecutive terms.
- 12.2 The President shall be elected from amongst the eligible candidates identified by Articles 3.1.1, 3.1.2, 3.1.4, 3.1.5 or 3.1.6.
- 12.3 The Secretary and Treasurer shall be elected from amongst the Active Members of the Association.
- 12.4 With the exception of the Past-President, the Officers of the Association may be nominated by any Active Member, and any nominee will evidence his consent to be nominated prior to the election.
- 12.4.1 Nominations do not require notice to the Association.
- 12.5 If more than one Member is nominated for any position, the Treasurer shall distribute ballots to the Active Members, and the President shall appoint two (2) members to count the ballots.
- 12.5.1 The President will receive the ballot count and declare as elected the Member receiving the most votes.

XIII. REMOVAL OF OFFICERS

- 13.0 The office of President, Secretary, Treasurer or Past-President shall be vacated if:
- 13.0.1 An Officer resigns his office;
- 13.0.2 An Officer ceases to be an Active Member; or
- 13.0.3 An Officer is removed from office.
- 13.1 An Officer of the Association may be removed from office if:
- 13.1.1 An Officer becomes incapable of discharging the duties of office; or
- 13.1.2 An Officer fails to discharge the duties of office.
- 13.2 Upon the application of Article 13, Article 12.2.2 shall apply.
- 13.3 Officers may be removed from office upon passage of motion at a meeting of the Association approved by two-thirds of the Active Members.

XIV. MEETINGS OF THE ASSOCIATION

- 14.0 The Association shall hold an annual meeting on or before June 1st in each year, of which notice in writing to the last known address of each Member shall be delivered in the mail thirty (30) days prior to the date of the meeting (the "*Annual Meeting*"). At this meeting, the Board shall, among other things, present the Active Members and Associate Members with a financial statement setting out the Association's income, disbursements, assets and liabilities, audited and signed by the auditor of the Association.
- 14.1 Two (2) general meetings of the Association shall be held in each calendar year and the time, place and date of such meetings shall be determined by the Board.
- 14.2 Meetings will ordinarily be called by the President.
- 14.3 Special meetings may also be called on demand by one-third of the Active Members, excluding the Officers of the Association, by delivery to the Treasurer of a notice duly signed by those Active Members.
- 14.4 Not less than thirty (30) days notice of the place, date, and time of a general meeting or a special meeting shall be given by the President to all Members of the Association, together with a draft agenda and the minutes of the last meeting unless previously distributed by the Treasurer.
- 14.5 Notice of the place, date, and time of a general meeting or a special meeting shall be given by the President to all Members of the Association either in writing, by telephone, or by e-mail correspondence.
- 14.6 Fifty (50%) percent of the Active Members, plus one additional Active Member, excluding delegates, shall constitute a quorum for the transaction of business at any meeting of the Association.
- 14.7 The order of business for all meetings of the Association will be:
1. Call to order.
 2. Agenda approval.
 3. Review and approval of the minutes of the last meeting.
 4. Treasurer's Report.
 5. President's Report.
 6. Committee Reports.
 7. Old business.
 8. New business.
 9. Selection of a Director(s) from a Medium-sized Agency, a Small Agency and/or First Nations Agency, as the case may be (if necessary) of the Active Members.
 10. Election of Officers (if necessary).
 11. Selection of site for next meeting.
 12. Adjournment.
- 14.7.1 The order of business may be amended by the President unless there is an objection presented by an Active Member.

14.7 At all meetings of the Association every motion shall be determined by a majority vote of the Active Members.

14.7.1 Any Active Member may request that any motion be decided by secret ballot, and such a request will be binding on the Members.

14.7.2 In all other respects the President will determine the process to conduct the meetings of the Association.

14.8 Any Member or any person entitled to attend a meeting of the Association may participate in the meeting by means of telephone or other communication facilities that permit all persons participating in the meeting to hear each other and a person participating in such a meeting by those means is deemed for the purposes of these Bylaws to be present at the meeting.

XV. GRANTS, DONATIONS & SPONSORSHIP

15.0 The Association supports the use of grants, donations and sponsorships as a means to cover portions of, or the entire program, events or activities conducted by the Association.

15.1 The acceptance of any grant, donation or sponsorship must not compromise or bring into question the objectivity or integrity of the Association.

15.2 Any form of recognition or acknowledgement provided to a sponsor/donor must be agreed upon with the President prior to acceptance of the sponsorship/donation.

15.3 Where donations/sponsorships are accepted from commercial enterprises, there shall be no advertising or terms that suggest an endorsement of the product, service nor any other preference to the donor/sponsor, without the prior approval of the President, in consultation with the Board of Directors.

15.4 The President, in consultation with the Board of Directors, shall determine the appropriateness of any grant, donation or sponsorship on an individual basis.

XVI. GENERAL

16.0 For the purpose of carrying out its objects, the Association may borrow or raise or secure the payment of money in such manner as it sees fit, and in particular by the issue of debentures, but this power shall be exercised only under the authority of the Association, and in no case shall debentures be issued without the sanction of a Special Resolution.

16.1 The books, accounts and records of the Treasurer shall be audited at least once each year by a duly qualified accountant or by two (2) Active Members (excluding the Treasurer) elected for that purpose at the Annual Meeting. A complete and proper statement of the standing of the books for the previous year shall be submitted by such auditor at the

Annual Meeting. For greater certainty, the fiscal year of the Association in each year shall be January 1st to December 31st.

16.2 The books and records of the Association may be inspected by any Member at the Annual Meeting or at anytime upon giving reasonable notice and arranging a time satisfactory to the Officer or Officers having charge of the same. The Board shall at all times have access to such books and records.

16.3 These Bylaws may be rescinded, altered or added to by a Special Resolution.

16.4 The Association shall comply with the provisions of the *Societies Act* R.S.A. 2000, c. S-14 and without limiting the foregoing, the Association shall ensure that any Special Resolutions of the Association are filed with the Registrar of Corporations in a timely manner.

DATED: _____

Chief Jack Beaton

Signature
Print Name: _____

Address: Calgary Police Service
133 – 6th Avenue SE
Calgary, Alberta T2G 4Z1

WITNESS (as to Chief Jack Beaton):

Name

Signature
Print Name: _____

Address: _____

Chief Marshall Chalmers

Signature
Print Name: _____

Address: Camrose Police Service
6220 – 48th Avenue
Camrose, Alberta T4V 0K6

WITNESS (as to Chief Marshall Chalmers):

Name

Signature

Print Name: _____

Address: _____

Chief Norm Boucher

Signature

Print Name: _____

Address: Medicine Hat Police Service

884 – 2nd Street SE

Medicine Hat, Alberta T1A 8H2

WITNESS (as to Chief Norm Boucher):

Name

Signature

Print Name: _____

Address: _____

Deputy Commissioner William Sweeney

Signature

Print Name: _____

Address: RCMP "K" Division

11140 – 109th Street

Edmonton, Alberta T5G 2T4

WITNESS (as to Chief William Sweeney):

Name

Signature

Print Name: _____

Address: _____

Chief Alf Rudd

Signature
Print Name: _____

Address: Louis Bull Police Service
P.O. Box 630
Hobbema, Alberta T0C 1N0

WITNESS (as to Chief Alf Rudd):

Name

Signature
Print Name: _____

Address: _____

Chief Mike Boyd

Signature
Print Name: _____

Address: Edmonton Police Service
9620 – 103A Avenue
Edmonton, Alberta T5H 0H7

WITNESS (as to Chief Mike Boyd):

Name

Signature
Print Name: _____

Address: _____
