



The United States Police Canine Association,
Inc.

BYLAWS

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Article 1

The United States Police Canine Association, Inc.

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Article 2

Objectives

- ✦ To unite in common cause all law enforcement agencies utilizing the services of the canine as an aid in the prevention and detection of crime.
- ✦ To promote friendship and ~~brotherhood~~ **community** among all those interested in the training and utilization of the canine in police work
- ✦ To endeavor to establish a minimum-working standard and to approve the abilities of the canine in police work, thereby rendering better service to the community.
- ✦ To establish and maintain a legal assistance fund for acts resulting in civil suits from the use of **lawfully deployed** police trained canines **according to department policy**.
- ✦ To coordinate the exchange of ideas of any advanced training techniques utilizing police canines
- ✦ To improve the image of the working police canines to the populace in general through improved public service in the prevention and detection of crime.
- ✦ To aid and assist those law enforcement agencies making application concerning the establishment of canine sections within their respective departments.

Article 3

Officers

The Officers shall be composed of a President, six (6) Vice Presidents, Secretary, Treasurer and Board of Trustees.

1. **President**

It shall be the duty of the President to call and preside at all regular and special meetings. The President shall see that the By-Laws, rules and regulations are respected and obeyed. The President shall cast the deciding vote in the case of a tie. The President shall have the power to appoint committees and may designate their chairperson. The President shall appoint officers pro tempore in the event of absences. The President shall perform such other duties as are usual and incidental to the office of the President. The President is the Chairman of the USPCA Foundation.

2. **Vice Presidents**

The First Vice President:

The First Vice President will actively assist and support the President in his/her duties, and shall be President pro tempore in the absence of the National President, during which time they shall assume all duties and responsibilities of that office. In the event of a vacancy in the office of President during their elective term, the First Vice president shall succeed to that office for the remainder of that term. The First Vice President shall attend hearings, committee meetings, conferences, etc. as required by the National President.

Each National Vice President shall perform any duties assigned to them by the National President and stay informed of the activities in the Region/Districts of their geographical area and distribute any information to those Regions/Districts.

Each National Vice President shall receive the minutes of all meetings held by their Regions/Districts in the geographical area.

National Vice Presidents shall submit a report to the National President ~~quarterly~~ **annually** (four times yearly) as to the general welfare of each Region/District of their

geographical area. National Vice Presidents shall obtain a written report from each Region/District semiannually (twice yearly) concerning the state of their Regions/Districts in that Vice Presidents geographical area along with any Membership issues that may have arisen. **This report should be presented at a national Executive Board Meeting.**

National Vice Presidents shall be active in resolving problems in their geographical areas.

National Vice Presidents may attend any Region/District function and may attend all area functions. Registration fees to obtain a certification, travel, lodging, outside meals are excluded unless agreed upon by the host Region/District.

~~New Regions/Districts that form, have been accepted and could fall under the geographical area of two or more different Vice Presidents, will be assigned under one National Vice President designated by the National President. Members of the Armed Forces will be under the Vice President of the Region/District of members' application.~~

The Vice Presidents shall be numbered: FIRST, SECOND, THIRD, FOURTH, FIFTH and SIXTH VICE PRESIDENT. Each of the six (6) Vice Presidents shall automatically rotate in position from the First Vice President through Sixth Vice President. Rotation will be starting with Northeast and continuing in order of Southeast, Central, Northwest, Southwest and West.

The Vice Presidents and the geographical area each represents shall be:

VICE PRESIDENT NORTHEAST

1. Virginia	2. Delaware	3. Connecticut	4. Rhode Island
5. New York	6. New Hampshire	7. District of Columbia	8. Maryland
9. Pennsylvania	10. West Virginia	11. Massachusetts	12. Vermont
13. New Jersey	14. Maine	15. Members in Europe	

VICE PRESIDENT CENTRAL

1. Ohio	2. Kentucky	3. Indiana	4. Michigan
5. Illinois	6. Missouri	7. Canada	

VICE PRESIDENT SOUTHEAST

- | | | | |
|--------------|-------------------|---------------------------------------|------------|
| 1. Florida | 2. North Carolina | 3. Georgia | 4. Alabama |
| 5. Tennessee | 6. South Carolina | 7. Virgin Island, Bahamas & Caribbean | |

VICE PRESIDENT NORTHWEST

- | | | | |
|-----------------|-----------------|-------------|-----------|
| 1. North Dakota | 2. South Dakota | 3. Nebraska | 4. Alaska |
| 5. Minnesota | 6. Wisconsin | 7. Iowa | |

VICE PRESIDENT SOUTHWEST

- | | | | |
|--------------|----------------|-------------|-----------|
| 1. Louisiana | 2. Mississippi | 3. Arkansas | 4. Mexico |
| 5. Texas | | | |

VICE PRESIDENT WEST

- | | | | |
|---------------|---------------|-----------------------------------|------------|
| 1. Colorado | 2. New Mexico | 3. Wyoming | 4. Montana |
| 5. Idaho | 6. Washington | 7. Oregon | 8. Nevada |
| 9. California | 10. Arizona | 11. Utah | 12. Hawaii |
| 13. Oklahoma | 14. Kansas | 15. Members in Asia and Australia | |

3. National Secretary

It shall be the duty of the National Secretary to accurately record the proceedings at meetings and to read the minutes of the previous meetings and all communications. The National Secretary shall call the roll of the officers and note absentees. The National Secretary shall communicate and correspond with all persons and organizations both within and outside the Canine Association relative to National Executive Committee business. The National Secretary shall receive all monies in the absence of the Treasurer. The National Secretary shall mail out a Conflict of Interest Policy to all National Executive Board & Committee members annually. A signed Conflict of Interest Policy is to be returned by February 1st to the National Secretary, by those members.

4. National Treasurer

It shall be the duty of the National Treasurer to collect all monies due this Association, giving receipt thereof. The National Treasurer shall keep a suitable set of books of record of transactions. The National Treasurer shall deposit all monies of this Association in a bank approved by the Board of Trustees. The National Treasurer shall render statements in detail at least two times a year during meetings of the National Executive Board and Committee, showing receipts and disbursements in full to date, and the monies in the Treasury. The National Treasurer shall draw all checks for benefits and/or other obligations authorized by the National Executive Board and Committee per the Bylaws of this Association. The National Treasurer's account books, as well as all papers in the Treasurer's custody, shall be open for inspection and examination by the National Board of Trustees. The National Treasurer shall not lend or invest any of the funds except when duly authorized by the National Executive Committee and the National Board of Trustees. It shall be the duty of the National Treasurer to file annual taxes and Charter on or before January 15th every other year. (Biennially) The National Treasurer will be the Treasurer of the USPCA Foundation.

5. Board of Trustees

The Board of Trustees shall consist of three (3) regular members and one (1) alternate member, one of the regular members to be elected annually, by ballot, for a term of three (3) years; and the alternate member to be elected annually, by ballot or hand vote. The Board of Trustees shall act as agents of the National Executive Board in all financial transactions between the committee and all other institutions and individuals. They will approve of the bank(s) and/or other institutions in which the Treasurer does Association business. The Board of Trustees may call on the National Treasurer and/or any other officers or committee members who collect and/or disburse funds of this Association to produce for them an audit of the financial matters of this Association to include statements, bank statements, funds, checking account paperwork and any other financial records so requested. The Board of Trustees, after completing this audit, will present their findings to the National Executive Board and Committees. Should at least two of the three Board of Trustees members believe that a reason exists to consult with a Certified Public Accountant, the Board of Trustees

will select an appropriate CPA to conduct this audit and the findings of this audit will be presented to the National Executive Board and Committees. The National Office shall pay the reasonable expenses for said audit. The alternate member of the Board of Trustees shall attend all meetings of the board and shall, in the absence of a regular member, act in their place. **In red approved 9-28-2022 in Valdosta, GA

Article 4

National Executive Board and Committee

1. The National Executive Board shall consist of the following voting members, The National President, National Vice Presidents, National Secretary, National Treasurer, and the Board of Trustees. Non-voting members of the National Executive Board shall be past National President and Chairpersons of Committees.
 - a. The National President and National Vice- Presidents must be full members and a current handler, trainer, or administrator. The positions of National Secretary, National Treasurer and Regional President may be held by a full member regardless of current working status. (Retired or working) *originally approved 9-27-09, moved to Article #4 on 9-16-18. Amended to allow Region Presidents to be past handler, trainer, or administrator on May 2nd, 2021, in NJ.
2. The National Executive Committee voting members shall be the voting members of the National Executive Board and the voting Presidents of Regions/Districts.
3. This committee shall recommend such rules, regulations, amendments, or deletions as may be necessary for the government of the Association.
4. In case of an emergency, the National Executive Board, by three-quarters (3/4) vote, may act for the entire membership.
5. Vacancies which occur in any of the Association's officers through resignation, death, impeachment, or other reason, with the exception of National President, shall be filled by appointments made by the National Executive Committee and shall expire at the next general election.

6. Once an officer is elected or appointed, they will be allowed to complete their term if they are honorably retired. *copied from Article 8

Article 5

Elections

1. All candidates for National Office for the USPCA shall be nominated at the General Membership Meeting at the National Field Trials held in the fall of the even numbered years. The candidates for National Trustee, odd year and alternate trustee shall be nominated at the National Field Trials in the alternate year of the National Elections and voted on by non-mail ballots at the National Detector Dog Trials held in the spring by the membership present.
2. It will be the responsibility of the member that has been nominated to supply the Editor of the Canine Courier with the resume of their experience and their desire to hold the position that they have been nominated for within two weeks of their nomination. The resume shall consist of not more than one typed written page. The Editor of the Canine Courier shall publish all resumes received by November 15th in the next printed issue.
3. All Members will vote: FIRST – by the Region/District that his/her membership is carried for the Vice President that represents that geographical area. If the member does not belong to, or is not assigned to a Region/District, they will vote according to geographical area of residence.
4. For paper ballots, the National Secretary will compile an appropriate ballot to be mailed to every regular and associate member. The ballot will be marked OFFICIAL BALLOT and will be stamped (on the back of the ballot) with a unique serial number, used only to ensure that only one ballot with the same number is received. The ballot will include instructions asking that it be taped or sealed for security, prior to being mailed back to the National Executive Director.
5. The National Secretary will mail out the official ballots no later than February 1st. Only those members in good standing as of the last day of January will receive a paper OR online/electronic ballot (see Article 11). The ballot must

be returned to the National Executive Director postmarked no later than March 1st. The Executive Director will be provided a list of serial numbers and will check the serial numbers to confirm that only one ballot with the same number was received.

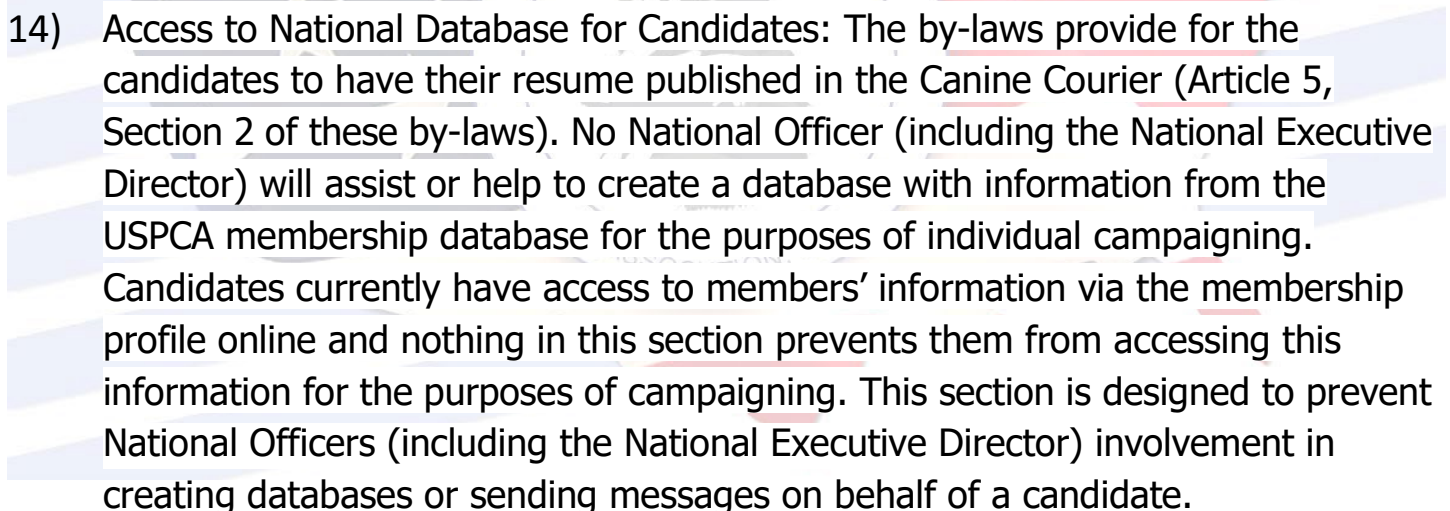
6. For paper ballots: Under the direction of the Current National President, the National Executive Director will select two other members to assist him/her in counting the ballots. These members will not be involved in the current election. These members will open and count the ballots and attest to the correct totals.
7. When the counting is complete, for both paper and electronic ballots, the Executive Director will first; notify all parties involved of the results and will then make a general post to the membership. The results will also be posted on the national web site no later than April 1st of the election year.
8. A number of votes cast who received more than any other of votes cast shall elect that person to that position. In the case of a tie or withdrawal, the members at the General Membership meeting will vote and elect for any office that ended in a tie count on the ballots. EXCEPTION: Office of a National Vice President...In the case of a tie vote or withdrawal for the office of any National Vice President, the membership present at the general meeting from the Regions/Districts represented by that Vice President would vote and elect. If no members are present from the geographical area in question, the National Executive Committee will elect.
9. Installations of officers shall be held at the National Executive Board meeting during the National Detector Dog Trials.
10. Election of officers shall be held every two (2) years unless otherwise stated in these by-laws.
11. A write in candidate space will be provided on the ballots.
12. A Region/District President will not be allowed to hold a National Office.
13. ELECTIONS via ELECTRONIC VOTING:
 - a. If the ability to vote online/electronic becomes available, this association will support the election of National Officers via the National web site. The National

Executive Committee will decide the manner of election. (Whether by paper ballot or by online/electronic voting.)

b. The following procedures will be used when online/electronic voting is selected. Numbers 1,2 and 3 above will remain the same for paper ballots. No paper ballots will be mailed out if using on-line voting.

c. When using online/electronic voting, the National Secretary will create an appropriate ballot for on-line voting. Each member will be allowed to cast one vote online.

d. The National Executive Director and the USPCA Web Master/voting vendor will have access to the results from the web site. Under the direction of the current National President, these results and the manner in which they were tabulated will be shared with two other selected members, who will review and attest to the results. These members will not be involved in the current election.

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- 14) Access to National Database for Candidates: The by-laws provide for the candidates to have their resume published in the Canine Courier (Article 5, Section 2 of these by-laws). No National Officer (including the National Executive Director) will assist or help to create a database with information from the USPCA membership database for the purposes of individual campaigning. Candidates currently have access to members' information via the membership profile online and nothing in this section prevents them from accessing this information for the purposes of campaigning. This section is designed to prevent National Officers (including the National Executive Director) involvement in creating databases or sending messages on behalf of a candidate.

Article 6

Installation of Officers

An installing officer, to conduct the installation of the newly elected officer(s) of the National Executive Board, shall be selected by the out-going President.

“Officers elect will repeat after me and say, using your name where I do mine:

I, _____ having been duly elected an officer of this Association in the presence of Almighty God and this company assembled, do hereby solemnly promise and swear that I will, to the best of my ability in word and in deed, without fear or favor, faithfully, honestly and with strict impartially carry out as an officer of this Association, the principles of this Association.

Now, by the power vested in me as installing Officer on this occasion, I do hereby declare the officer elect legally installed and qualified to enter upon the discharge of their duties for the term ending _____, 20 _____, or until their successors are duly elected and installed.”



Article 7

Removal from Office

1. Any officer may be removed for any violation of the provisions of the by-laws or for any personal conduct that may bring discredit upon the Association.
2. Charges for the ~~impeachment~~ **removal** of any officer may be initiated by any two (2) members in good standing or a complaint committee appointed by the President **(for example a committee created just for the issue or perhaps one coming from or assigned to the Ethics Committee or other like committee)** This complaint will be investigated by the national President or their designee. This

complaint must be presented in writing at a regular membership meeting to all members present. If the results of the investigation are known at the time of this regular general membership meeting, the action taken by the national President will be announced but care must and will be taken to protect the person(s) involved with their privacy rights. The accused will be given a copy of the charges against them at least ten (10) days prior to this general membership meeting and if the accused chooses to fight the allegations and results of the investigation, the accused will be entitled to a 'hearing' before all members present and be allowed to present evidence in their behalf at this meeting. At the conclusion of this hearing or announcement of action, the membership present will vote to approve the President's actions or deny the President's action. If the president's action to remove the member is denied by the membership, the President will be allowed to amend the recommendation one additional time for a recommendation of suspension or revocation not to exceed six (6) months suspension/revocation. Once this matter has been adjudicated, the matter would be considered closed UNLESS new evidence of member violation is revealed at the time or afterwards which then would start the process anew.

3. Members will need to approve by 2/3rds of the members present at the general membership meeting for a sustained charge of removal. If 2/3rds of the members present at the general membership meeting approve, the member will be immediately removed for office/membership and never allowed to hold office or be a member of this Association. The same evidence for removal may be used by the National President for a suspension or revocation.
4. If the matter involves an 'appointed' position rather than an elected position, than the officer in charge of that appointment (for example the National President appointing committee members) will be empowered to unilaterally remove the person from those responsibilities. If the charge warrants removal from Association membership, than the steps for removal of a member must be followed (Article 8) but the removal from the committee or assignment can take place as previously stated.

Article 8

Membership

1. ~~Full membership~~ **Regular membership** to this Association shall be open to any active full time paid law enforcement officer, Federal, State, County or municipal, who is a canine handler, trainer, or administrator, pending approval of regional elected officers. This shall include members of the Military Police who may be canine handlers, trainers, or administrators.
2. A ~~full~~ **regular** member to this Association who retires while being in good standing, or no longer is a canine handler, trainer, or administrator, shall retain the benefits of the Association **so long as the departure from K-9 duties was in good standing.**
 - a. A member in good standing is the status assigned to a member when he or she has remained current on organizational dues and payments. Additionally, he or she must file required reports such as registration of membership in a timely manner.
3. Any ~~full~~ **regular** member may continue as such in the event that they enter military service and ~~later~~ returns to canine law enforcement on a full-time basis **upon their military service conclusion that caused their absence from the canine duties.**
4. An Associate membership may be held in the Association under the following conditions:
 - A person who trains canines for an established law enforcement agency.
 - A retired (not a member at retirement) full time paid law enforcement officer, either Federal, State, County, or municipal, who was a canine handler, trainer or administrator.
 - Associate membership must have the approval of Regional Elected Officers.
 - Associate membership shall have voting privileges but cannot hold Regional or National office.

- An Honorary membership may be bestowed on a person for distinguish or meritorious acts in the field of canine service.

5. **Special Members:** There shall be a Special Membership to the USPCA. ~~These members shall be any persons so designated by a Regional Executive Board.~~ Detector Dog Handlers whose work is done primarily for Law Enforcement but are not employed by a Law Enforcement Agency full time or otherwise may be granted Special membership to the USPCA with sponsorship in writing from a LEA **supporting their use of their k9 for LE needs.** ~~who they have worked for as well as approval from the Region Board in which they reside. The sponsorship letter shall be included with their yearly membership application. This letter will be kept on file and is required for a USPCA certification in detection or tracking. The Region's board can deny or reject special memberships under these provisions. Special members shall NOT be allowed to work or certify as protection dogs. (PDI)~~ Special members who meet these qualifications can be allowed to obtain a USPCA certification on a Regional level only from the geographical Region in which they reside. ~~A Special member shall be liable for dues or assessments. They~~ **Special members** may attend regular meetings and may be heard at the discretion of the President. Special members cannot hold office, nor do they have voting privileges.
- a. **Decoys who do not handle a dog or are not regular members of the USPCA shall be classified as special members and shall pay dues.**
 - b. **Scorekeepers shall be classified as special members and do not need to pay dues.**
6. Lifetime Membership – If a member in good standing has paid their dues for thirty (30) consecutive years they will be considered "lifetime" members and will no longer have to pay yearly National dues. They will be kept on the roll of members as long as they submit a renewal form each year.
7. Non-Law Enforcement/Peace Officers: **Non-Law Enforcement will only be allowed to obtain detector dog testing and certification. This would include tracking, therapy dog testing, narcotics, cadaver, explosives, contraband, firearms, concealed human trafficking and game/wildlife.** ~~This Association will offer DETECTOR certifications only to all NON-Law Enforcement/peace-officer individuals.~~ There will be no membership required for the certification

and the participants will not be eligible for any of the benefits of this Association. Such certification will consist of our current detector certifications. This certification will not be held in conjunction with any USPCA certification trial. The cost, time, frequency and location of these certification events will be established and controlled by the National Executive Board. The National Executive Board will have full control of all non-Law Enforcement/Peace Officer Detector certifications for these individuals. *Approved 9-16-2018

8. Any member may be dropped from the Association for non-payment of dues, upon final conviction of any criminal charge, for any acts that might bring discredit to the Association or using the Association or its name for personal gain or profit. Upon notification in writing of any of these circumstances by at least two (2) members in good standing, to the Executive Board of the Region/District, the member shall be notified in writing of the circumstances charged. An investigation will be instituted by the Region/District Executive Board and a two-thirds (2/3) vote of the Region/District at a scheduled meeting shall cause a member to be dropped from the membership rolls.

a. Additionally, the National Executive Board may, immediately, suspend a member for cause by simple majority vote. Upon voting to suspend a member, the Executive Board must within 48 hours:

1. Notify the suspended member of their decision.
2. Advise the suspended member of their reason of the suspension.
3. Notify the member's Regional Executive Board of the suspension and charges.
4. Present all relevant information and minutes of the voting to the ethics committee for their investigation.

b. The Ethics Committee, along with the members' Regional President or his/her designee, will have thirty (30) days to conduct an investigation into any and all charges.

1. The Ethics Committee may employ the assistance of the members' Regional President or his/her designee.

c. If at the end of thirty (30) days the Ethics Committee has not finished its investigation, they must notify the suspended member and ask the National Executive Board for a one-time 30-day extension.

d. Upon completion of its investigation, the Ethics Committee must

report back to the National Executive Board with their findings and recommendations.

e. A member who is temporarily suspended pending an investigation by this Association may not receive, nor may they issue, any certification by and of this Association.

f. The Executive Board will have ten (10) days to act on the findings of the Ethics Committee investigation. *Approved 9-25-16 in New Jersey*

9. All applications for membership shall be in writing or in an electronic form, using applications provided for that purpose, and accompanied by the prescribed fee. If the Regional Executive Board decides, applications may be referred to the National Executive Committee for investigation.
10. An applicant, having been elected **accepted for** membership by the Region/District shall be notified and may present themselves at the next meeting and subscribe to the following pledge:

"I, (members name), do hereby of my own free will, pledge upon my sacred honor to support the Constitution and By-Laws of this Association. That I will obey the resolutions adopted from time to time, not incompatible with my oath as a police officer; and I furthermore promise that I will forward and defend the interest of this Association by all honorable means within my power."

11. Once an officer is elected **or appointed**, they will be allowed to complete their term if they are honorably retired.
12. Personal information of USPCA members is available for the National Executive Board only for the purpose of official USPCA business. Officers and members running for office in this Association will not use membership information for campaigning purposes. On request or receipt for a member's information from persons other than Officers of Regions/Districts or National Executive Boards, the member is to be contacted and:
 - a. Be advised that a request has been made and who is making the request

and

- b. Giving the option to release or withhold the requested personal information.

Article 9

Meetings

1. The National President shall call at least two (2) regular meetings of the National Executive Committee during the calendar year. The National President shall set dates for such meetings with the approval of a majority of the Executive Committee.
2. A quorum shall consist of at least eight (8) National Executive Committee members for regular meetings, and at least six (6) for a special meeting. There shall be two (2) annual General Membership meetings, one at the National PDI Trials and the other at the National Detector Trials.
3. Meetings shall be conducted according to parliamentary law. Roberts Rules of Order, newly revised, shall be the guide for conducting all meetings.
4. Emergency Powers: In the event of an emergency, the National Executive Committee may exercise the emergency powers described in this section and any other emergency powers conferred upon the Association entities authorized by applicable legal authority.

(a) The National Executive Committee may relocate the principal office, designate alternative principal offices, meeting locations or authorize the officers to do so.

(b) The annual meetings of the National Executive Committee may be moved to a month other than the National Field Trials.

(c) Any notice required to be given by these Bylaws may be given in any reasonable and practicable manner and given only to those Executive Committee members with whom it is practicable to communicate.

*(d) There **should be at least 4 members of the National Executive Committee notified** and any action taken in good faith during an emergency*

under this Section to further the ordinary affairs of the Association shall bind the Association and shall have the rebuttable presumption of being reasonable and necessary.

(e) Any Officer, or member of the National Executive Committee of the Association acting with a reasonable belief that the actions taken during an emergency are lawful in accordance with the Bylaws shall incur no liability for doing so, except in the case of willful misconduct or gross negligence.

(f) These emergency provisions shall supersede any inconsistent or contrary provisions of the Bylaws during the period of the emergency.

*An "emergency" only exists during a period of time that the Association is subjected to: a state of emergency declared by local civil or law enforcement authorities; federal or state "disaster area" status; a catastrophic occurrence that seriously impedes or damages, or threatens to seriously impede or damage, the ordinary business functions of the Association such as war or armed conflict, terrorism, civil unrest, earthquake, fire, hurricane, tornado, flooding, epidemic, asteroid collision, and the like. An "emergency" also exists for purposes of this section during the time when a quorum of the Board cannot readily be assembled because of the occurrence of a catastrophic event. A determination by 4 or more National Executive Committee Members that an emergency exists shall have presumptive effect that an emergency exists. *Approved 5-2-21*

Article 10

By-Laws

Amendments, Additions or Deletions

1. It shall be the duty of the By-Laws Committee, which shall consist of three (3) members appointed by the President, to codify all proposed amendments, additions, and deletions to the By-Laws.
2. All proposed changes must be submitted in writing to the By-Laws Committee and signed by two (2) Regional Officers. The exception to this is the National

President, National Secretary, National Treasurer, and the National Vice Presidents. They may go directly to the By-Laws Committee with changes. The By-Laws Committee shall present in the final form proposed changes to the National Executive Committee with recommendations. Such proposals shall lay over until the next meeting and notice of said proposal shall be sent to the membership for its consideration. A majority vote of the membership will confirm adoption.

a. Only regular and associate members of this Association shall be eligible to vote on policy-making rules of this Association.

b. Regardless, if any amendment, addition, or deletion is passed unanimously, it shall be null and void if it is in direct conflict with the Articles of Incorporation.

Article 11

Dues

1. Yearly dues/membership for the Association will be \$50.00 and is due on January 1st of each year. Dues run January through December, with expiration on December 31st. The \$50.00 fee will be collected regardless of when the applicant applies for membership. (The National Secretary and/or the Regional office may approve waiving this requirement if a **new or renewal** member joins in the last quarter of the year.)
2. Applications collected at the Region/District level will be forwarded to the National Secretary (**within 30 days of receipt**) along with a per capita tax of \$30.00 per application. Applications collected by the National Secretary will be forwarded to the appropriate region with the \$20.00 regional portion. (Within 30 days of receipt) Payments may be made electronically.
 - a. Starting in 2019, dues and applications will be handled electronically.

- b. If the \$50 membership fee is received on the regional level, then regional officer will send the application to the national office and the national office will invoice the region for the \$30 per cap.
 - c. If the national office received the \$50 fee and application, then the national office will send the region \$20 electronically with the application.
3. Yearly memberships expire on December 31st. However, a grace period will be allowed. Renewal members only (those members in good standing from the last calendar year) will be honored and covered by the Association until January 31st. After January 31st, the member becomes delinquent, and shall be dropped from the membership roll, and hereby forfeits all claims against the Association. National Judges wishing to be eligible to judge at a National Trial as well as Judges who are qualified to Chief Judge must have their applications into the National Secretary by January 31st.
4. Region/District board members will ensure that all participants in USPCA sponsored events are current on their membership dues. The National Secretary will confirm membership on all participants and may bill or invoice a region for any member who is allowed to participate without confirmation of membership.
5. Membership cards will be printed by the National Office and are available upon request. Regional Offices are responsible for sending out membership cards and may request them from the National Office if they do not print their own.
6. Dual Memberships - A member may choose to be a paid member of other regions. To be a member of another region, the member will need to pay \$20 to the other region that they want to join. This \$20 goes direct to the region.

*Approved 9-16-2018

Article 12

Appropriations

The Appropriations Committee shall consist of the National Secretary, Board Trustees and one other member. All appropriations of more than one thousand (\$1000.00) shall be referred to it for recommendation.

1. When any elected officers or members of the Executive Committee, with the exception of the Regional Presidents, incurs necessary personal expenses to carry out the will of the Association; such person shall be reimbursed for the amount of said expenses, provided said expenses are itemized and submitted on a voucher to the National Secretary and are approved by the Executive Committee at a regular meeting. Further, such elected officer or member of committees may draw a reasonable amount of monies from the Treasury if said expenses cause a burden to them if expended from their personal funds.
2. The Appropriations Committee will make a recommendation to the National Executive Committee at the first scheduled meeting of the calendar year; said recommendation will be for consideration of personal expenses and time spent by the National President, National Secretary and National Treasurer to carry out the will of the Association. On approval by the Executive Committee, the National President, National Secretary and National Treasurer will receive up to one hundred (\$100.00) for each month of service, in office, of the preceding year. For clarification, if the preceding year was an election year, each member holding the office will be considered for the months the office was filled by that member.

Article 13

Special Funds

Legal Assistance Fund

There shall be created a special fund to be kept separate from all other funds and resources of this Association, and it shall be designated "The Legal Assistance Fund". The National Executive Board shall obtain said funds through appropriation from the General Fund.

1. Except provided herein, counsel fees may be provided, provided that all checks for counsel fees are made payable to the attorney and not the defendant. Members must apply in writing to their Region/District Executive Board stating all circumstances surrounding the need for such legal assistance. Said Board will conduct an investigation and the findings of said investigation shall be submitted, with recommendations, to the National Executive Committee for approval.
2. Any member in good standing may apply for funds to defray the cost of legal assistance resulting from an act from the use of their assigned dog while on assigned duty for their department.
3. In the event a Region or District has not yet been formed in the member's area, said member will apply directly to the National Committee.
4. In acting upon an application for counsel fees, two (2) separate votes shall be taken, namely, (1) one upon the advisability of any allowances, and two on the amount of fees to be allowed.
5. No member shall be entitled to counsel fees from this Association unless they were a member in good standing at the time when charge is alleged to have been committed.

6. Funds will only be made available at such time there is legal assistance fund in existence, and at no time shall funds made available exceed one-half (1/2) of the balance of the fund which is on deposit at the time.
7. At no time may monies be transferred from this special fund to any other fund unless the balance of this fund is in excess of \$10,000.00, and then only may the excess be transferred upon approval of a majority vote of the National Committee.

Death Benefit Fund

There shall be created a special fund to be kept separate from all other funds and resources of this Association, and it shall be designated "The Death Benefit Fund". The National Executive Board shall obtain said funds through appropriation from the General Fund.

1. Any member or Region/District Executive Board may nominate an active handler in good standing membership to receive this benefit.
2. The member or Region/District Executive Board must apply in writing, stating all circumstances surrounding the incident, to the National Executive Committee for approval.
3. The National President, the National Secretary and the National Treasurer will be the voting members on this benefit. The majority approves Death Benefit Funds and the determination of payment of any monies by vote.
4. Death Benefit Fund for an active handler in good standing membership killed in the line of duty shall be \$5000.00 awarded to the handler's designated beneficiary in their membership form. The death benefit for a canine killed in the line of duty shall be \$3000.00 awarded to the police agency that employed the K-9.
5. At no time may monies be transferred from this special fund to any other fund unless the balance of this fund is in excess of \$100,000.00, and then only may the excess be transferred upon approval of a majority vote of the National Committee.

Article 14

National Executive Director

1. The National Executive Director serves at the pleasure of the National Executive Committee and under the direct supervision of the National President, National Secretary and National Treasurer. The National Executive Director will perform all tasks that are directed to him/her by the National Executive Committee.
2. The National Executive Director's term will be for three years. The year will be January 1st through December 31st.
3. The National Executive Board selects the Director. The Board presents the Director and their contract to the National Executive Committee for final approval by a simple majority vote of those present.
4. The National Executive Director will be the Secretary of the United States Police Canine Association Foundation. **Voted and approved in June 2016, Philadelphia, PA.*

Article 15

Regions

1. Upon application to the National Executive Committee by at least ten (10) regular or associate members of the Association, a District may be formed, and upon reaching twenty-five (25) members, a new and separate Region may be established, subject to approval by the National Executive Committee.

2. Upon the approval of the establishment of a new and/or separate Region/District in the Association, it shall be designated numerically and placed on the rolls of the Association. The National Executive Committee shall establish its territorial boundaries.
3. **Each Region/District shall hold its elections every two years and opposite with the national election cycle. Elections to be held at a regular meeting to fill the regional offices of President, Vice President, Secretary and Treasurer.**
**Approved 6-2-2024 NOTE: This by-law adoption would not take effect and the location elections remain at once per year until such time that the local elections could be staggered. Next National Elections are in 2025.*
4. The elected President of each Region/District, upon his appointment, shall automatically become a member of the Executive Committee.
5. Each Region/District shall elect a board of Trustees of not less than three (3) members, one being elected each year for a term of (2) two years. In addition, they shall elect one alternate member to the Board of Trustees, their term of office to be one (1) year.
6. Only full members of the Regions shall be eligible to be elected to Association offices.
7. Installation of elected officers will be immediate, at a regular meeting or special meeting following their election.
8. Each Region/District shall call two (2) meetings during the calendar year. The minutes of those meetings to be filed with the National Secretary within 30 days.
9. Each Region/District President shall cause their Secretary to forward an accurate copy of the proceeding of each meeting to the National Executive Board, National Secretary, and to his respective Vice President, no later than twenty (20) days after each meeting.
10. Each Region/District Treasurer shall provide the National Treasurer with a financial statement that will be for the fiscal year beginning January 1 and ending December 31. The National Treasurer must receive all statements by January 31 of the New Year.
11. The Region/District Boards of Trustees shall annually cause an audit of all funds, financial books and records of the Region/ District and provide an accurate copy of their written report to the National Executive Committee, this audit to cover

the period from January 1 and ending December 31.

12. Each newly authorized Region/District may adopt as its Constitution and By-Laws, the Constitution and By-Laws of the United States Police Canine Association, Inc. Unless such Region/District notifies the National Executive Committee within thirty (30) days after the receipt of approval of its application of its intention not to adopt the National Constitution, and within one hundred and eighty (180) days after the receipt of approval from the National Secretary forwards a constitution and By-Laws drawn and adopted by the Region/District consistent with the National Constitution and By-Laws. No permanent charter will be issued until the requirements of this Section are fulfilled.
13. New Regions/Districts that form, have been accepted and could fall under the geographical area of two or more different Vice Presidents, will be assigned under one National Vice President designated by the National President. Members of the Armed Forces will be under the Vice President of the Region/District of members' application.

Article 16

Sergeant at Arms

The President shall appoint one (1) member to be Sergeant at Arms. It shall be the Sergeant at Arms duty to preserve order at all meetings, prevent unauthorized persons from attending meetings and perform such duties as may be directed by the President or presiding officer.

Article 17

Order of Business

The order of Business of this Association shall be as follows:

1. Calling the meeting to order
2. Opening prayer
3. Roll call of Officers
4. Reading of the minutes of the preceding meeting
5. Report of Treasurer
6. Report of Committees
7. Report of Officers
8. Unfinished business
9. New business
10. Good of the Association
11. Adjournment
12. Benediction

Article 18

Rules and Regulations

Rules and Regulations shall be established by two-thirds (2/3) vote of the National Executive Committee as the need arises.

Bylaws shall be established by a majority vote of the membership.

Article 19

Rules of Order

1. Any member desiring the privilege of the floor shall arise and address the chair.
2. No member shall be allowed to speak until properly recognized by the chair.
3. No question can come before the meeting unless properly moved, recorded and

declared upon for discussion by the chair.

4. Any member may call for ayes and nays on any question, which each member present required to answer to their full name on the roll, unless excused by the chair.
5. No member shall leave the room during a meeting, unless permission is given that member by the chair.
6. A motion to reconsider must come from a member who votes with the majority when the motion to consider was taken.
7. When any member raises a point of order, the person having the floor shall take their seat until the chair decides the point, if proper, they may resume their remarks.
8. No subject laid on the table shall be taken up again during the same meeting unless it was so understood when disposed of.
9. Any member may appeal to the Company from the decision of the chair when the question shall be stated thus; "Shall the decision of the Chair be sustained?" It shall be decided by two-thirds (2/3) vote of votes cast.
10. **The Sergeant at Arms is to be responsible for the decorum and order of the meeting.**

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Chairman By-Laws Committee

David Ferland

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Plymouth, NH

****changes in red approved 10-6-24 in Baton Rouge.**