

**MAINE CHIEFS OF POLICE ASSOCIATION, INC.**

**Incorporated at Bath, Maine  
October 27, 1952**

**RECORDED SAGadahoc COUNTY REGISTRY  
ON DECEMBER 9, 1952**

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**COMPLETE REVISION OF BY-LAWS JUNE 21, 1991  
ACCEPTED AT REGULAR MEETING  
BRUNSWICK, MAINE**

**COMPLETE REVISION OF BY-LAWS FEBRUARY 14, 2003  
ACCEPTED AT REGULAR MEETING  
SOUTH PORTLAND, MAINE**

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**MAINE CHIEFS OF POLICE ASSOCIATION, INC.**

**CONSTITUTION AND BYLAWS**

**ARTICLE I**

**NAME**

This organization shall be known as the Maine Chiefs of Police Association, hereinafter referred to as the Association.

**ARTICLE II**

**PURPOSE**

The purposes for which the Association is organized are to secure a closer official and personal relationship among Maine police officials; to secure a unity of action in law enforcement matters; to enhance the standards of police personnel, police training and the police profession generally; to devise ways and means for the perfection of a uniform police system within the State of Maine; to advance the prevention and detection of crime; to uphold the constitutional rights of all individuals; and, to promote the profession of law enforcement as an integral and dedicated component of modern day society sworn to the protection of life and property.

**ARTICLE III**

**MEMBERSHIP**

**SECTION 1. REGULAR MEMBERS.** The Association shall have Regular Members. Life Members are Regular Members.

A. Regular Members include those who at the time of application and membership with the Association are one of the following:

1. Duly sworn full-time Chief of Police within the State of Maine,

regardless of official title;

2. Chief law enforcement officer of any county (Sheriff) within the State of Maine;
  3. Chief law enforcement officer appointed by jurisdiction of any organized police force within the State of Maine;
  4. Chief law enforcement officer of a campus community within the State of Maine;
  5. Superintendent or Chief of Police of any railroad operating in the State of Maine;
  6. State of Maine Commissioner of Public Safety;
  7. Chief, Deputy Chief, Operations Major and the Support Services Major of the Maine State Police;
  8. FBI agent in charge of the Boston office and the senior FBI agent in each principal office in Maine;
  9. Senior officer in charge of any federal law enforcement agency in the State;
  10. Director of any law enforcement agency in the State of Maine with law enforcement powers;
  11. Executive Director of the Association;
  12. Director of the Maine Criminal Justice Academy; and
  13. Second in command of any duly organized police force or law enforcement agency within the State of Maine, provided the person holds the rank of lieutenant or above.
- B. A director of a state and federal agency is a member of the District in which the director's principal office is located.

- C. Regular members are entitled to all privileges of membership as provided in this constitution and bylaws including voting, except;
  - 1. The Executive Director is a nonvoting member and may only vote in the election of officers if the Executive Director is a Life Member;
  - 2. A second in command may not hold elected office in the Association; and
  - 3. A regular member not a Chief of Police may not hold elected office in the Association.
- D. Regular membership status will terminate when requirements for regular membership no longer exist. Leaving the position of Chief of Police of a department or other position listed in this section constitutes ineligibility for regular membership.
- E. A Regular Member may become a Life Member if the Regular Member completes at least five (5) years of membership as a Regular Member and honorably retires or resigns from active duty with at least ten (10) years of law enforcement experience. The Board of Directors shall use appropriate discretion in the selection of Life Members. A President of the Association becomes a Life Member upon his or her completion of a term as President. Membership dues and meeting registration fees are waived for a Regular Member who becomes a Life Member by virtue of retirement such that the member does not then or in the future otherwise qualify for regular membership.

**SECTION 2. ASSOCIATE MEMBERS.** The Association shall have Associate Members.

- A. A business or professional person or a business or corporation meeting the following requirements may be considered for associate membership or corporate associate membership, respectively:
  - 1. The applicant must be sponsored by a Regular Member;
  - 2. The Regular Member who sponsors the applicant must complete a background investigation on the applicant and

failure to do so may result in loss of membership for the Regular Member; and

3. The applicant must complete the association membership application in full.
- B. Associate Members who honorably retire or honorably resign from active duty in law enforcement may become Life Associate Members. The Board of Directors shall use appropriate discretion in selection of Life Associate Members.
- C. The Board of Directors may designate a person an Honorary Associate Member at its discretion.

**SECTION 3. SUBMISSION AND CONSIDERATION OF APPLICATION FOR MEMBERSHIP.** An application for membership must be submitted on a form approved by the Board of Directors for consideration as follows:

- A. An application for any type of membership must be submitted to the Executive Director prior to a regular or special meeting of the Board of Directors;
- B. The Executive Director shall present any applications received to the Board of Directors at the following regular or special Board of Directors' meeting;
- C. The Secretary shall keep written chronological records of all proceedings in the investigation of any applicant and shall submit the completed records, or any part thereof, to the Board of Directors on demand; and
- D. Eligibility for membership in either a regular or associate capacity shall be determined by a majority vote of the Board of Directors present at a regular or special Board of Directors' meeting.

**SECTION 4. REMOVAL OF MEMBERS.** A member of the Association may be removed for cause by a majority of the regular members present at a regular or special meeting of the Association. The member may be suspended by the Board of Directors until a meeting can be held.

## ARTICLE IV

### OFFICERS OF THE ASSOCIATION

**SECTION 1. OFFICERS OF THE ASSOCIATION.** The Association shall have the following:

A. Elected officers:

1. President;
2. 1<sup>st</sup> Vice President;
3. 2<sup>nd</sup> Vice President;
4. Treasurer; and
5. Sergeant at Arms.

B. Administrative officer:

1. The Executive Director shall serve as a paid official and shall serve by contract as established by the Board of Directors. The Executive Director shall be regarded as the Administrative Officer of the Association.

C. Appointed officer:

1. The President shall appoint the Secretary with the approval of the Board of Directors.

**SECTION 2. ELIGIBILITY TO BE AN OFFICER.** In order to be eligible for election as an officer, the candidate must have been a regular member for a period of at least one year and must be a Chief of Police.



**SECTION 3. NOMINATION OF CANDIDATES FOR ELECTED OFFICE.** Nominees for elected office in the Association may be chosen as follows:

- A. The President shall appoint three (3) regular members as a nominating committee and designate one of them to chair the committee. The Nominating Committee must consider ability, interest and welfare of the Association when selecting nominees. All candidates must be considered on their merit and potential contribution to the advancement of the Association. Members who have not held office previously should be considered to vitalize interest and renewed involvement in Association affairs. In considering nominees, the geographic area of Maine shall be taken into account to ensure that any given slate of officers will fairly represent the northern, central and southern membership in accordance with the following districts:
  1. Southern Maine:
    - a. District 1 – York;
    - b. District 2 – Cumberland; and
    - c. District 3 – Oxford, Androscoggin and Franklin.
  2. Central Maine:
    - a. District 4 – Kennebec and Somerset; and
    - b. District 6 – Sagadahoc, Knox, Lincoln and Waldo.
  3. Northern Maine:
    - a. District 5 – Penobscot and Piscataquis;
    - b. District 7 – Washington and Hancock;
    - c. District 8 – Aroostook.
- B. The Sergeant at Arms must come from the same geographic region of the State as the President.

- C. The elected officers of the Association, except the Treasurer, will move through succession, unless challenged in an election or removed, as follows: the Sergeant at Arms to 2<sup>nd</sup> Vice President to 1<sup>st</sup> Vice President to President.
- D. A member seeking elective office in the Association must declare the intention to run at least 60 days prior to the date of the election. The member must notify the President and the Executive Director for inclusion on the ballot.
- E. In the event that there is no contest for Sergeant at Arms or Treasurer, the Secretary shall cast one ballot for Sergeant at Arms or Treasurer.

**SECTION 4. VICE PRESIDENTS.** The Vice Presidents shall be designated as the 1<sup>st</sup> and 2<sup>nd</sup> Vice Presidents under the normal process of elevation.

**SECTION 5. ELECTION OF OFFICERS.** The President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Sergeant at Arms and Treasurer shall be elected at the annual fall meeting by a majority vote of the Regular Members voting. The voting may be held by secret ballot.

- A. Regular Members may vote by absentee ballot as follows:
  - 1. The President must designate the Executive Director or another Regular Member as the absentee ballot official.
  - 2. Requests for an absentee ballot and validation sheet must be made to the absentee ballot official.
  - 3. Each absentee ballot must be placed in a sealed envelope by the Regular Member voting and the envelope and the validation sheet must be delivered to the absentee ballot official at least five (5) days prior to the first day of the annual fall meeting.
  - 4. The absentee ballot official must present the sealed absentee ballots and validation sheets to the election Chairperson for inclusion in the annual election.

**SECTION 6. REMOVAL OF AN OFFICER.** An officer of the Association may be removed for cause. The President may appoint an Internal Affairs Committee as needed with the approval of the Board of Directors. The Internal Affairs Committee must investigate the allegation and hold a hearing prior to making a recommendation regarding removal. Removal shall be by vote of the majority of regular members present at a regular or special meeting of the Association. The Internal Affairs Committee is not considered a standing committee.

## **ARTICLE V**

### **POWERS AND DUTIES OF OFFICERS**

**SECTION 1. PRESIDENT.** The President is the official representative of the Association. It is the duty of the President to preside at all meetings of the Association and Board of Directors, to establish ad hoc committees as necessary during the President's tenure in office and perform other duties as may be incident to the office. The President, in consultation with the Board of Directors, shall make all appointments to Association committees and subcommittees. The Association will pay the cost of inauguration of a new president up to a specified amount, said amount to be determined by the Board of Directors and reviewed on at least an annual basis. Meeting registration fees will be waived for the President at the General Assembly meetings of the Association held during the President's tenure in office. The Association will pay the cost incurred for lodging for the President at these General Assembly, as well as the cost of lodging, airfare, and registration for attendance at the annual meeting of the International Association of Chiefs of Police held during the President's tenure in office. The Association may pay the expenses of an incumbent president for other conferences or functions if approved by the Board of Directors.

**SECTION 2. 1<sup>ST</sup> VICE PRESIDENT.** The 1<sup>st</sup> Vice President shall assume the duties of the President in the President's absence. Working in company with the President or Executive Director, the 1<sup>st</sup> Vice President is responsible for planning and development of Association activities and programs.

**SECTION 3. 2<sup>ND</sup> VICE PRESIDENT.** The 2<sup>nd</sup> Vice President shall assume the duties of the 1<sup>st</sup> Vice President in the 1<sup>st</sup> Vice President's absence. The 2<sup>nd</sup> Vice President shall be the overall chairman of the committees. Working with

the President or Executive Director, the 2<sup>nd</sup> Vice President is responsible for the coordination of all committee functions.

**SECTION 4. TREASURER.** The Treasurer shall review all funds received by the Association on a monthly basis, audit all books and records of transactions and report all findings to the Board of Directors and to the membership. The Treasurer has the authority to pay all bills drawn on the Association by the President, the Executive Director, or a vote of the membership.

**SECTION 5. SERGEANT AT ARMS.** The Sergeant at Arms shall oversee the security and maintenance of order at all Association meetings and conferences. In addition, the Sergeant at Arms shall work with the 2<sup>nd</sup> Vice President in Internal Affairs functions. The Sergeant at Arms may be assigned to work with the Executive Director in the maintenance of membership rolls and functions connected with them, including governing of members at meetings of the Association.

**SECTION 6. EXECUTIVE DIRECTOR.** The Executive Director shall:

- A. Perform Association duties as may be required by the President or the Board of Directors;
- B. Receive and answer all communications that are submitted to the Association;
- C. Maintain a current list of all members and be responsible for mailing out all billings for dues, and any delinquency notices;
- D. Be considered the Assistant Treasurer and as such shall:
  1. Receive all funds from dues and other sources;
  2. Deposit all funds in the name of the Association;
  3. Pay all bills in the name of the Association and all orders drawn by the President or the Board of Directors, or by vote of the membership; and

4. Give bond to the Association in the amount and form fixed by the Board of Directors. The cost of the bond shall be paid by the Association.
- E. Promptly deliver all funds and books, and papers and other property of the Association to a successor in office or whomever the Association may designate.

**SECTION 7. SECRETARY.** The Secretary shall:

- A. Record and maintain all records of all regular and special meetings of the Association and all meetings of the Board of Directors; and
- B. Promptly deliver all books and papers and other property of the Association to a successor in office or whomever the Association may designate.

**SECTION 8. INTERIM APPOINTMENTS.** The Board of Directors has the authority to fill a vacated elective office. All interim appointments will be for the duration of the unexpired term of office.

## **ARTICLE VI**

### **BOARDS AND COMMISSIONS**

**SECTION 1. THE BOARD OF DIRECTORS.** The Board of Directors of the Association shall provide leadership, establish policy, and conduct tactical and operational planning on behalf of all members.

- A. **Composition.** The Board shall consist of the Executive Director and the Parliamentarian, who shall be nonvoting members, and 22 Regular Members as follows:
  1. The five elected officers of the Association;
  2. The Secretary;
  3. One Chief of Police elected from each of the eight Prosecutorial Districts by the members thereof and who shall be referred to as

District Representatives. In the event that a District Representative is unable to attend a Board of Directors meeting, it is the Representative's responsibility to appoint an alternate and to ensure that the alternate is willing and able to attend the meeting. This will ensure that all districts are properly represented at all Board of Directors meetings;

4. The Immediate Past President of the Association;
  5. One representative of the Retired Life Members, or designee. If the Retired Life Members fail to elect a representative within thirty (30) days following the annual meeting, the President may appoint a Retired Member with the approval of the Board of Directors;
  6. One Sheriff representing the Maine Sheriffs Association, or designee;
  7. The Chief of the Maine State Police, or designee;
  8. The Commissioner of Public Safety, or designee;
  9. The Director of the Maine Criminal Justice Academy, or designee;
  10. The Director of the Maine Drug Enforcement Agency, or designee; and
  11. The Maine Attorney General, or designee.
- B. **Meetings of the Board of Directors.** Meetings of the Board of Directors shall convene at times and places as may be determined upon call of the President or upon call of the majority of the membership of the Association.
- C. **Quorum.** A majority of the Board of Directors constitutes a quorum.
- D. **Executive Committee.** The Executive Committee of the Board of Directors includes all elected officers of the Association, the

Secretary, and the Executive Director and the Parliamentarian, who shall serve as nonvoting members. The Executive Committee:

1. Has limited power to conduct emergency business of the Association that arises between Board of Directors meetings;
2. Is responsible for hiring employees, including the Executive Director, and negotiating employment contracts with hired employees subject to the approval of the Board of Directors; and
3. Develops the annual budget with the assistance of the Executive Director and the approval of the Board of Directors.

**SECTION 2. STANDING COMMITTEES.** The Association has the following Standing Committees:

- A. **Nomination.** The importance and functions of the Nomination Committee are stated in Article IV, Section 3.
- B. **Awards.** The Awards Committee shall determine the recipients of awards given by the Association.
  1. **Composition.** The Awards Committee shall consist of nine (9) Regular Members, one (1) representative from each of the eight (8) Prosecutorial Districts other than the District Representative and one (1) representative from the Maine Department of Public Safety. Each district shall nominate one (1) regular member for appointment to the Awards Committee who has expressed an interest in the Association Awards Program.
  2. **Meetings.** The Awards Committee shall meet at the discretion of the Awards Committee Chairperson. However, the Awards Committee is urged to meet at least four (4) times a year.
  3. **Nominations.** A nomination for an award must be forwarded to the District Awards Committee Representatives on a nomination form. Documentation may include, but is not limited to, department citation and newspaper articles. The deadline for submission of a nomination is January 15<sup>th</sup> for all

prior calendar year nominations. The Awards Committee will have the final authority on award category placement of a nomination.

4. **Presentation of awards.** With the exception of the President's Award, the awards will be presented at the Winter Meeting of the Association or at a location determined to be suitable by the Board of Directors. Any award may be made posthumously. Awards will be made in the form of a standard Maine Chiefs of Police Association plaque. In addition to the plaque, law enforcement and public safety personnel will receive a citation bar to be worn on the left breast of the department uniform.
5. **Award categories.** The following are the award categories:
  - a. Outstanding Contribution to Law Enforcement may be awarded to a law enforcement officer, public safety personnel or a citizen. An award is made for a highly credible accomplishment that brings public acclaim to the nominee, the nominee's department or the police profession as the result of devotion to duty or service to the public.
  - b. An Act of Bravery may be awarded to a law enforcement officer, public safety personnel or a citizen. The award is for an act of extraordinary courage or heroism that rises well above the "call of duty" for a law enforcement officer, public safety personnel, or well beyond that which one would expect for a citizen. The act shall be at some risk to the personal safety of the nominee, and the nominee was aware of that fact at the time of the action.
  - c. Chief of the Year may be awarded to an active or retired Chief of Police who is a Regular or Regular Life Member of the Association who makes or has made an outstanding contribution to the Association.
  - d. Community Relations Award may be awarded to a law enforcement officer who has, by act or deed, received the



recognition and respect of the officer's community and supervisors.

- e. Humanitarian Award may be awarded to a person who has, by act or deed, contributed to humanitarian efforts. The person may be someone who gives unselfishly for the benefit of others well-being.
  - f. President's Award may be awarded to a person the President selects who has contributed to the present President's term or any past President's term. The President's Award is presented by the outgoing President at the Association fall meeting.
  - g. Purple Heart Award may be awarded to any law enforcement officer who, as a result of a conflict with an armed or unarmed adversary, receives a serious injury or wound that is deemed unavoidable. The injury may or may not have been incapacitating and was not the direct result of unprofessional or negligent actions by the nominee.
  - h. Life Saving Award may be awarded to any person, who takes an action that results in the saving of a human life. The life of the person saved must have been in peril and immediate jeopardy. The action by the nominee is not limited to the application of medical training, and the nominee is not required to be present at the scene of the incident to be considered for this award.
- C. **Standards and Training.** The Standards and Training Committee covers police standards, certification programs, in-service training, career development, tenure, and police human services.
- D. **Police Technical Services.** The Police Technical Services Committee covers standards of equipment operations and training on matters of concern. The committee is the focal point for development for standards and services.

- E. **Legislative and Law.** The Legislative and Law Committee is responsible for monitoring and speaking to any legislation concerning matters that will affect police programs and operations on behalf of the Association.
- F. **Constitution and Bylaws.** The Constitution and Bylaws Committee shall review all proposed amendments to the bylaws and shall report the Committee's recommendations to the Board of Directors.
- G. **Policy and Procedure.** The Policy and Procedure Committee shall review and revise the present policy and procedures manual as necessary to keep it current. The Committee shall draft all policy and procedures that may be requested by the Board of Directors or members of the Association. The manual is known as the Maine Chiefs of Police Model Policy and Procedure Manual. It may be adopted in part, in its entirety or not at all at the discretion of a Maine police agency. A current copy of the manual will be kept at the Executive Director's Office for review.
- H. **Evaluation and Oversight.** The Evaluation and Oversight Committee shall be responsible for conducting professional evaluations of law enforcement agencies on behalf of the Association.
1. **Composition.** The Evaluation and Oversight Committee shall consist of interested members of the Association who:
    - a. Are presently serving or have retired as certified police chiefs; and
    - b. Have received an executive certificate from the Maine Criminal Justice Board of Trustees.
  2. **Chairperson.** The chairperson:
    - a. May accompany the Executive Director to make a presentation to a community requesting an evaluation.
    - b. Shall select the evaluation coordinator and the other members of an evaluation team to conduct a specific department evaluation.

- c. Report the Committee's activities to the Board of Directors as necessary and as required by the Board.
3. **Evaluation Coordinator.** The evaluation coordinator is responsible for:
  - a. Organizing the department evaluation, including assigning specific focus areas;
  - b. Ensuring that a written report is drafted, reviewed and approved for printing and distribution; and
  - c. Coordinating any meetings with community officials to review the report.
4. **Executive Director.** The Executive Director of the Association is responsible for:
  - a. Meeting with the officials of a community seeking to have an evaluation conducted, giving a presentation and answering any relevant questions;
  - b. Arranging for signatories to sign all hold harmless agreements and other agreements as necessary;
  - c. Archiving evaluation final reports and other documents; and
  - d. Making presentations to the Maine Municipal Association and other organizations in the interest of promoting the evaluation process.
- I. **Scholarship Committee.** The Scholarship Committee is responsible for the administration of the Maine Chiefs of Police Memorial Scholarship including distributing and evaluating applications, and determining the recipients of and presenting scholarship awards.
  1. **Chairperson.** The chairperson:

- a. Appointed by the President of the Association.
- b. The Auxiliary of the Maine Chiefs of Police Association appoints member to co-chair the committee.
- c. Distributes application packages to High Schools throughout State.

2. **Scholarships.**

- a. Two ( 2 ) \$500.00 Scholarships [ one each ] awarded to two ( 2 ) individuals for any two ( 2 ) or four ( 4 ) year post High School, Law Enforcement scholastic program.
- b. One ( 1 ) \$500.00 Scholarship awarded to a dependant child of an Association Member for any two ( 2 ) or four ( 4 ) year post High School, Law Enforcement scholastic program.

3. **Maine Chiefs of Police Memorial Scholarship.**

- a. Promotion and publication of this Scholarship shall reference Thomas J. Landers and Charles H. Jackson.

J. **Memorial Committee.** The Memorial Committee is responsible for monitoring the continued upkeep of the Maine Law Enforcement Memorial located in Augusta, determining which officers' names will be included on the Memorial and arranging for the annual ceremony held at the Memorial to honor those law enforcement officers.

1. **Definitions.** The following definitions of terms are intended to assist the members of the Memorial Committee in their decisions concerning eligibility for inclusion on the memorial.

- a. **Law Enforcement Officer:** any person who by virtue of his/her public employment is vested by law with a duty to maintain public order, to prosecute offenders, and make arrests for crimes, whether that duty extends to all crimes or is limited to specific crimes.

- b. **Line of Duty:** any action which an officer whose primary function is crime control or reduction or enforcement of the criminal law, is obligated or authorized by rule, regulation, condition of employment, or service, or law to perform, including those social, ceremonial, or athletic functions to perform to which an officer is assigned, or for which an officer is compensated by the public agency he/she serves.
- c. **Killed in The Line of Duty:** a law enforcement officer has died as a direct and proximate result of a personal injury in the line of duty. This includes victim law enforcement officers who, while in an off-duty capacity, act in response to a law violation. Killed in the line of duty is also intended to include deaths where the stress of specific job-related circumstances ( e.g. running after a fleeing criminal or struggling with a criminal, etc.) are contributing factors to an officer's death by illness ( e.g. heart attack, stroke, etc.)

“direct and proximate” means that the antecedent act is a substantial factor in the result.

“personal injury” means any traumatic injury as well as diseases which are caused by or result from such an injury.

“traumatic injury” means a wound or the condition of the body caused by external force, including injuries inflicted by bullets, explosives, sharp instruments, blunt objects, or other blows, chemicals, electricity, climate conditions, infectious diseases, radiation, and bacteria, but excluding stress and strain unless directly attributed to the officer engaged in a law enforcement action.

## 2. Ineligibility.

- a. deaths attributed to natural causes ( except when a medical condition arises out of a law enforcement action causing an officer's death immediately, or causes his/her death during continuous period of medical treatment following the taking of the action.);

- b. deaths attributed to voluntary alcohol or controlled substance abuse;
- c. death caused by the intentional misconduct of the officer;
- d. death caused by the officer's intention to bring about his/her own death;
- e. death attributed to an officer performing his/her duty in a grossly negligent manner at the time of death

K. **Highway Safety Committee.** The Highway Safety Committee is responsible for working with the Maine Bureau of Highway Safety as well as any and all other Agencies on matters that will affect police programs and operations on behalf of the Association.

## **ARTICLE VII**

### **PARLIMENTARIAN**

The President will appoint a member of the Association as the parliamentarian with confirmation by the Board of Directors. The parliamentarian will be responsible for adherence to and interpretation of the Association's bylaws, rules and procedures. The Board of Directors shall establish any requirements or description of the duties of this position.

## **ARTICLE VIII**

### **PUBLIC RELATIONS REPRESENTATIVE**

The Executive Director is primarily responsible for the public relations of the Association. The President may appoint, with the consent of the Board of Directors, persons who are necessary to assist in this function.

**ARTICLE IX****POLICE CHAPLAIN**

The President may appoint a duly ordained member of the clergy from any denomination or a member of the Association as Police Chaplain. The Police Chaplain's term is the same as the President's. The Police Chaplain shall perform any duties required of the position when required to do so by an officer of the Association. The Association shall reimburse the Police Chaplain for any expenses incurred when performing official duties on behalf of the Association.

**ARTICLE X****MEETING OF THE ASSOCIATION**

The Executive Director or the President, in consultation with the Board of Directors, shall arrange for all meetings of the Association. The annual Association meeting will be held in the fall at which time the election of officers and other members of the Board of Directors will take place. Other meetings will be held two times per year: one winter meeting to be held in the month of February or March, and one summer meeting to be held during the month of May or June. An emergency meeting may be called at any time by a majority of the Board of Directors or by the Executive Committee under the powers granted to it by the Board of Directors. The President will designate the dates and locations where the regular and emergency meetings will be held. The Executive Director will send written notice of meetings of the Association to each member in advance. If necessary, notice may be given by telephone stating the emergency and setting a date for the meeting.

**ARTICLE XI****DUES**

**SECTION 1. PAYMENT.** Each Regular and Associate member must pay the Association an amount as established by the full membership at the annual meeting. A new member accepted at the winter meeting shall be assessed full dues, summer meeting half dues and at the annual meeting dues will be assessed for the next fiscal year. The fiscal year will be from January 1st to December 31<sup>st</sup>. Annual dues are payable January 1<sup>st</sup> and must be paid no later than the summer meeting.

**SECTION 2. DELINQUENT DUES.** A member delinquent in payment of dues is automatically deprived of all benefits of membership. Those dropped from the membership rolls must submit a new application to be processed the same as a new member.

## **ARTICLE XII**

### **AMENDMENTS**

An amendment to this constitution and bylaws may be made only upon recommendation of the Board of Directors and a majority vote of the Association's Regular members present at a regular meeting. Written notice of the proposed amendment must be given to all Regular members at least 30 days prior to the meeting.

## **ARTICLE XIII**

### **RULES OF ORDER**

**SECTION 1. PARLIMENTARY RULES.** In the absence of a provision to the contrary in this constitution and bylaws or the rules of the Association, all meetings of the Association and all meetings of the Executive Committee, the Board of Directors and all other committees and sections are governed by parliamentary rules and usages contained in the current edition of Roberts Rules of Order.

**SECTION 2. PROCEDURE FOR CONDUCTING ASSOCIATION MEETINGS.** The following is the procedure that will be followed when conducting Association meetings:

- A. Meeting called to order.
- B. Pledge of Allegiance.
- C. Roll call of Officers.
- D. Reading of the minutes of the previous meeting. (President asks for a motion for reading on heading of minutes.)
- E. Reading of communications.



- F. Reading and approval of bills contracted in the name of the Association.
- G. Report of Officers.
  - 1. President.
  - 2. 1<sup>st</sup> Vice President.
  - 3. 2<sup>nd</sup> Vice President.
  - 4. Executive Director.
  - 5. Treasurer.
  - 6. Sergeant at Arms.
  - 7. Secretary.
  - 8. District and Agency Representatives.
- H. Report of Committees.
- I. Old business.
- J. New business.
- K. Other business.  
( Annual meeting only: Election and installation of Officers. )
- L. Adjournment.