

New Hampshire  
Association  
of  
Chiefs of Police

BY-LAWS

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## NHACOP Mission Statement

The New Hampshire Association of Chiefs of Police is a professional organization committed to excellence in delivering quality service to our membership, the law enforcement community, and the citizens of New Hampshire.

The mission of the Association is to:

- Enhance professional and personal relationships among the commanding officers of all police departments through out the State of New Hampshire.
- Advocate for the creation of legislation and administrative rules that promote public safety and professional law enforcement consistent with the quality of life in the State of New Hampshire.
- Encourage a cordial and cooperative interaction and professional networking among all police officials wherever they may be, to advance the science pertaining to the prevention and detection of crime, and the apprehension of criminals.
- Elevate the standards of police service and advance the highest ethical and professional standards in law enforcement at all levels throughout the State of New Hampshire.
- Uphold the honor and integrity of the Law Enforcement profession.
- Offer a system of review and legal support so as to protect the current status of R.S.A. 105.To create a body that will carry out benevolent actions to all law enforcement members and their families.
- Conduct and transact the business of the New Hampshire Association of Chiefs of Police.(Vote June 20, 2006)

## ARTICLE I: PURPOSE OF THE ORGANIZATION

1. This organization shall be known as the New Hampshire Association of Chiefs of Police, Inc.
2. The purposes for which this Association is organized are to secure a closer official and personal relationship among the commanding officers of all police departments in New Hampshire, to encourage a cordial and cooperative intercourse among all police officials wherever they may be, to advance the science pertaining to the prevention and detection of crime and the apprehension of criminals, to elevate the standards of police service, and to uphold the honor and integrity of the profession, and to conduct and transact the business of the police association.
  - To promote law and order and the better enforcement of existing laws.
  - To make charitable donations to other organizations described in section 501 (c) (3).
  - To apply for and receive individual, private, and governmental grants; to solicit and raise funds to be used for any and all lawful purposes for which the Association has been formed; to receive and maintain grants, contributions, donations, gifts, bequests and devises from any source.
  - To purchase, receive, take by grant, gift, devise, bequest or otherwise, lease, or otherwise acquire, own, hold, improve, employ, use and otherwise deal in or with, real or personal property, or any interest therein, wherever situated.
  - To elect or appoint directors, officers, employees and other agents of the association, define their duties, fix their reasonable compensation and indemnify association personnel within the limits prescribed by law.
  - To do any other act or thing incidental to or connected with the foregoing purposes or in advancement thereof, to the extent such other act or thing may legally be done by an organization conforming to the requirements of section 501 (c)(6) of the internal Revenue Code or its successor and the New Hampshire Revised Statutes Annotated Chapter 292.
  - The Association shall have full power, alone or in cooperation with other persons or organizations, to do any and all lawful acts and things which may be necessary, useful, suitable or proper for the furtherance, accomplishment or attainment of any and all of the purposes or powers of the Association.

3. This Association shall be operated as a nonprofit organization, and all monies and other assets received by this Association shall be used in the furtherance of the purposes of this Association in Sec. 2 of Article I.
4. No part of the net earnings of the Association shall inure to the benefit of, or be distributable to, its members, Directors, officers, or other private persons, except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof.
5. In the event of the dissolution of this Association, distribution of any assets remaining after such dissolution shall be made to the "100 Club" of the State of New Hampshire, or such other organization or organizations being operated exclusively for charitable, educational, religious or scientific purposes as shall then qualify as a tax exempt organization under the appropriate provisions of the internal Revenue Code, in accordance with a majority vote at any regular meeting of the Association of the members of the Association eligible to vote, and who are present and voting at such meeting. Any of such assets not so distributed shall be distributed by the Probate Court or Superior Court of the County in which the principal office of the Association is then located to such organization or organizations as said court shall determine which are being operated exclusively for such purposes.

#### ARTICLE II MEMBERSHIP:

1. Membership in this Association shall consist of Active, Active Life, Life, Professional Associate, Associate, Honorary, and Honorary Sustaining members.
2. Active Members shall consist of duly appointed or elected Chiefs of Police, Superintendents, Marshals, or Executive Heads of local, county, regional, or state law enforcement agencies of New Hampshire having full law enforcement powers.
3. Life Members shall consist of all Past Presidents and any active Member of the Association who has been retired on pension, or any other member who is recommended by a majority vote of the Executive Board, and obtains a three-fourths vote of the Active Members present at any full meeting of the Association. An Active Life Member shall have all the rights and privileges of an Active Member, and shall be exempt from the payment of dues. A retired life member, who no longer meets the requirements of Article II, section 2, shall not be eligible to hold office, except as provided in Article III, section 2, and Article V, section 1.
  - a. ACTIVE LIFE MEMBER: An Active Life Member shall consist of any member who has attained life membership as described in Article II section 3, and continues to serve as the head of a law enforcement agency pursuant to Article II, section 2.

4. Professional Associate Members shall consist of any person not eligible for Active Membership, but qualified by training and experience or position as a command officer, legal advisor, or legal counsel in or for any duly constituted Federal, State, county, regional, or municipal law enforcement agency to include Deputy Chiefs, Captains, Lieutenants, or any officer who is second in command of a police department and recommended by the Chief of Police of the agency. Professional Associate Members may be elected to membership by a majority vote of the Executive Board and shall not be eligible to hold office or vote.
5. Legal Officers' Section shall provide a mechanism for the exchange of information between legal advisors, and the exchange of information with the membership of NHACOP, and to promote and accomplish the general upgrading of the body of legal advice and knowledge available to those serving in chief law enforcement capacities within the State of New Hampshire. The Legal Officers' Section shall be asked to advise on legal matters coming before the Association; to provide amicus curiae briefs when appropriate; to mutually benefit the members of the Association, the law enforcement agencies represented therein, legal officers, and to perform other such functions as may properly be within the scope of the Association or Legal Officers' Section.
6. Membership in the Legal Officers' Section of the NHACOP is open to individuals who are graduates of a recognized school of law, who are licensed to practice law in the State of New Hampshire, and who are attached in some capacity, either full or part time, to a law enforcement or prosecuting agency. This will include, but not be limited to:
  - Full and part time prosecutors who are lawyers
  - Legal Advisors
  - County Attorneys and their assistants
  - Attorneys General and their assistants
  - U.S. Attorneys and their assistants
7. Qualified members shall be voted upon and approved by the general membership of NHACOP. Except as herein reserved to the Chairman of the Legal Officers' Section, members of the Legal Officers' Section shall be considered professional associates of the NHACOP. Dues shall be paid to NHACOP accordingly.
8. One member of the Legal Officers' Section shall be appointed Chairman by the President of the NHACOP. The Chairman shall serve a one year term which

coincides with that of the President. It shall be the duty of the Chairman to preside over meetings of the Legal Officers' Section, to insure the orderly transaction of business of the section, and to appoint such working committees as may be necessary to carry out the resolutions and actions of the section, or as may be requested by the Association.

9. Associate Members shall consist of persons who are not eligible for Active or Professional Associate but are qualified by their position in police or business fields. Associate Members may be elected by a majority vote of the Executive Board. Associate members shall not be eligible to hold office or vote.
10. Surviving Spouses may be nominated by any member of the Association and voted upon by the general membership. Once voted membership they shall be lifetime, non-dues paying members, entitled to all benefits of the Association except that they may not be eligible to vote or hold office.
11. Honorary Members. The Association may elect to Honorary Membership such persons who are recommended by the Chief of Police of the municipality in which they reside or are employed. Honorary Membership shall continue from year to year upon annual approval of the Executive Board and the Chief of Police of the municipality in which they reside or are employed. Persons so honored shall not be eligible to hold office or vote.
12. Honorary Sustaining Members. All Honorary Sustaining Members shall consist of those members of the public who support and contribute to the Association. Honorary Sustaining Members shall not be eligible to vote or hold office.

### ARTICLE III ASSOCIATION OFFICERS

1. The officers of this Association shall consist of a President, First Vice President, Second Vice President, Third Vice President, Secretary, Treasurer, and Sergeant-at-Arms, all of whom shall hold their respective offices for one year, unless reelected or until their successors shall be elected. The SACOP representative will serve a two year term, unless re-elected or until his/her successor shall be elected.
2. How Nominated. There shall be a Nominating Committee composed of five Active Members of the Association appointed by the President. The Nominating Committee shall insure that the members filing for office within the Association are eligible for said office. Members filing for the office will file their intent to be a candidate for the particular office with the Secretary of the Association at least thirty days prior to the opening day of the Annual Conference. No member shall be permitted to file for more than one particular office. The Secretary shall compile a list of all filings of intent. The list will be provided to the Nominating Committee for its eligibility review. Prior to the first day of the conference, the Secretary shall prepare a ballot

which shall include all members names who filed a letter of intent. Nominations from the floor shall not be accepted.

3. In the event that there are no filings of "intent to be a candidate" for an office, the president shall, at the first Executive Board or Regular Association meeting following the annual June Meeting, appoint eligible members to fill such vacancies. All such appointments shall be approved by the Executive Board.
4. How Elected. The President, First Vice President, Second Vice President, Third Vice President, Secretary, Treasurer, Sergeant-at-Arms, and the At-Large members shall be elected at the Annual Meeting in the month of June each year by a majority of the Active, Active Life, and Life Members present and voting. The SACOP representative will be elected for a two year term, in the even numbered years of the Annual Meeting.
5. Upon retirement as President of the Association, the retiring President shall automatically become a member of the Executive Board for one year. If the Immediate Past President is unable to serve then the General Membership at the Annual Meeting may elect an eligible active past president to serve for the one year term. An opening occurring during the year shall be filled in accordance with Article III, 6.(Voted June 20, 2006)
6. Only Active and Active Life Members of the Association shall be nominated except for the Retired Member Representative. If during the member's term of office a member retires on ordinary disability pension, the member shall be eligible to complete the term of office to which the member is duly elected. If the member resigns or is dismissed for any reason, such resignation or dismissal shall be deemed as resignation from the office to which the member was elected, and the President shall, at the next Executive Board or Regular Association meeting, appoint a successor.
7. All Association Officers and Executive Board members shall be required to attend all meetings of the Association unless excused by the President due to illness, personal, or business commitments. If any officer, executive board member, or member elected in accordance with the provisions of Article III, Sections 1, 2, and 3, and Article V, Sections 1, 2, and 3, shall accrue more than three inexcusable absences, he shall be ineligible for consideration by the Nominating Committee for an office in the Association for the next three consecutive years.

#### ARTICLE IV POWERS AND DUTIES OF OFFICERS

1. President. It shall be the duty of the President to preside at all meetings of the Association and also at meetings of the Executive Board. The President shall appoint all necessary committees and shall have the power to fill all vacancies in any office that may occur between annual meetings of the Association, except as provided in Article III, Section 2.

2. Vice President. It shall be the duty of the First Vice President to perform all the duties of the President during his absence. The Second and Third Vice Presidents shall, by title of office, assume the duties of either President or First Vice President, if both are absent. They shall also be at the call of the President to perform duties and accept responsibility as designated.
3. Secretary. It shall be the duty of the Secretary to keep a complete roll of the membership, to receive and answer all communications submitted to him/her and to perform such Association duties as may be required of the Office of the Secretary by the President or the Executive Board. The Secretary shall receive all monies from dues and turn them over to the Treasurer. The Secretary shall make a full report of the proceedings of each meeting of the Association and of the Executive Board. It shall be the Secretary's duty to deliver to the duly qualified successor all of the books and records of this Association.
4. Treasurer. It shall be the duty of the Treasurer to receive all general funds belonging to the Association and to disburse funds for normal budgeted expenses in a timely and efficient manner. The Treasurer shall also disburse funds designated and approved by a majority vote of those present at any meeting of the Executive Board or full Association. Requested expenditures not meeting these guidelines shall be immediately brought to the attention of the President. The Treasurer shall cause all Association expenditures to be reviewed by the President at the next Association meeting. In the absence of the Treasurer, authority to sign expenditure drafts shall rest with the Association Secretary. The Treasurer shall on a monthly basis review all financial matters of the Association and shall make a full report at Association meetings of all monies received and disbursed. He/she shall promptly deliver all monies, books records and other property of the Association to his/her successor in office. He/she shall be responsible for all reporting to state and federal agency including the New Hampshire Attorney General's Office and the United States Internal Revenue Service.
5. Sergeant-at-Arms. It shall be the duty of the Sergeant-at-Arms to keep order at all meetings, to allow no one to enter any meeting who is not eligible or lacks approval of the President, and shall determine all persons voting are eligible. He/She shall also be at the call of the President.
6. SACOP (State Association of Chiefs of Police! Representative to IACP (International Association of Chiefs of Police). It shall be the duty of the SACOP Representative to represent the Association at all SACOP/IACP meetings, to report back to the Executive Board and the membership all necessary information. He/She shall also be at the call of the President.

#### ARTICLE V EXECUTIVE BOARD

1. How Constituted. There shall be an Executive Board of nineteen (19) Active Members, of which at least one (1) shall be elected from each of the ten (10) counties, five (5) At Large Members, and three (3) Active Member At Large Past Presidents. There shall be one (1) Retired Member who, at the time of his retirement from active service was an Active Member of the Association in good standing. The Board shall consist of the President, First Vice President, Second Vice President, Third Vice President, Secretary, Treasurer, Sergeant-at-Arms, SACOP Representative and Immediate Past President, not to exceed twenty nine (29) members.
2. How Nominated. Same As Article III, Sections 2 and 5.
3. How Elected. Each of the ten (10) elected or appointed County representatives to the Executive Board shall, in the month of April, convene within their county, a caucus of all Active and Active Life members of the county. At such caucus, those members present and voting shall elect the County Representative to the Executive Board from among those eligible members of the county. A majority vote of Active and Active Life members present shall constitute an acceptable vote. The results of such election shall be certified in writing, to the Association's Secretary pursuant to Section 2 above. All other members of the Executive Board shall be elected in accordance with Article III, Section 3.
2. Active life members shall be a member of only one county caucus.
3. Powers. The Executive Board shall have general charge of affairs of the Association. They shall have full power and authority between meetings of the full Association. They shall direct all expenditures of the Association. They shall make a report at Association meetings of the Executive Board meetings.
4. Meetings. The Executive Board shall convene at such time and place as may be determined upon the call of the President or upon the call of two-thirds of the Association membership. They shall make a report at Association meetings of Executive Board meetings.
5. Quorum of the Executive Board. Ten (10) members of the Executive Board shall constitute a quorum.
6. All expenses incurred by the Executive Board in holding meetings, with the approval of the President, shall be borne by the Association.

#### ARTICLE VI : MEETING OF THE FULL ASSOCIATION

1. Number. There shall be a minimum of four (4) meetings a year of the full Association. One of the meetings shall be called the Annual Meeting, to be held in June.

2. How Called. All meetings in the Association shall be on the call of the President. The date and place of the meeting shall be decided by the President. Any Active Member may request a special meeting by contacting the President who will rule on the need for such a meeting.
3. Notice. The Secretary will electronically notify members two (2) weeks in advance of all meetings and those who do not explicitly request notification by regular mail will not be notified of each meeting or receive copies of the monthly minutes.
4. Quorum. Twenty (20) Active or Active Life Members of the Association shall constitute a quorum to transact business at any meeting of the full Association.
5. The President may, at his/her discretion, call a meeting of exclusively Active or Active Life members.

#### ARTICLE VII : DUES:

1. All Active, Professional Associate, end associate Members, shall pay the Association, on or before May first, the dues as set by the Annual Meeting of the Association.
2. The annual dues for all members shall be as established by a majority of the voting membership and may be changed upon recommendation of the Executive Board and approved by a majority vote at the Annual Meeting of the voting members present.

Notice of the dues changes shall be given with notice of the Annual Meeting. A voting member may also submit dues changes for consideration from the floor of any General Membership Meeting. The Executive Board shall review the recommendation at their next Executive Board meeting. A second notice will be sent to the membership of the proposed dues change and the Executive Board's recommendation will then be sent to the membership with the minutes of the Executive Board Meeting. The General Membership may then consider the proposed change at the next General Membership Meeting. (Vote Feb 15, 2006)

3. Delinquent Dues. All delinquent and non paid up members on June first will lose all rights and privileges of the Association. A notice will be sent by the secretary to all members who are delinquent.

#### ARTICLE VIII COMMITTEES

1. Ad Hoc - Shall be appointed by the President as he/she deems necessary to the functioning of the Association.

2. **Finance Committee** : Shall be comprised of the Board of Directors and others as the President deems appropriate.

The Finance Committee's purpose is to set forth in Article XI of the Association by-laws. The committee prepares an annual budget for the Association and presents it to the membership for ratification. It also receives and makes recommendations on expenses not budgeted, prior to action by the Association or Executive Board, prior to the next meeting.

3. Chiefs' Advocacy

The mission and purpose of this committee is to receive and investigate complaints made against our member chiefs that may be capricious, untrue, unfair, or political in nature, and to advocate on behalf of said member chiefs, insuring that all legal rights and remedies, per New Hampshire R.S.A. 105, are afforded in any actions brought against any member chief.

4. Audit

The mission of this committee is to assure that the assets of the Association are safeguarded against loss from unauthorized use or disposition of funds and that the transactions are executed in accordance with the by-laws and the offices of the Association. The committee accomplishes the mission annually by reviewing the records, as kept by the treasurer of the Association, for conformance with generally accepted accounting practices.

5. By-Laws

The committee exists to review and update the Association's by-laws, to assure compliance with applicable federal and state statutes and to assist in administering the Association through improved procedures. The committee makes a thorough review of each by-law revision, to make certain that it is current and up to date, preparing any proposed changes in a timely fashion for review by the Executive Board and subsequent recommendation to the general membership for adoption.

6. Cadet Academy

The purpose of this committee, in conjunction with a committee from the New Hampshire Police Association and the Boy Scouts of America, is to establish a

learning environment to educate young adults, ages 14 to 20, about law enforcement and the criminal justice system. The new Hampshire Police Cadet Training Academy officers a three-tier program, first year Basic, second year Advanced, and third year Leadership. The program is regimented with an emphasis on academics and physical fitness.

7. Conference

The purpose of the committee is to ensure that the Association holds a professional conference twice a year. The Conference Committee provides support to the Association through the year, assisting the Association President in the selection of sites, negotiation with staff, and planning both the summer and the winter conferences. Members of the conference committee perform tasks as assigned to facilitate conference planning with members of the selected site's staff. Those tasks may include pre-conference and on-site registration, vendor notification and registration, meal and activities planning, guest lists, hospitality room coordination, room assignments, financial planning, and to assist with the solicitation of sponsors to enhance the conferences. Direct coordination between the Conference Committee, Finance Committee, Training Committee and Board of Officers is paramount to achieving a successful outcome for both the summer and winter conferences.

8. Criminal Justice Information Systems

This committee is established to monitor and provide feedback on intra and inter-agency analog and digital communications and to ensure future interoperable communications capabilities with all agencies in the State of New Hampshire.

9. Drug Enforcement

This committee provides liaison between the Association's membership and the New Hampshire Drug Task Force, the Drug Enforcement Administration, and other groups working in the area of drug abuse prevention, treatment and enforcement. Provide the Executive Board, the general membership, and the other committees with advice and counsel in the area of drug enforcement.

10. Emergency Communications

The purpose of this committee is to encourage and promote the highest standards of professional conduct in emergency communications. The committee represents the Association in all aspects of public safety, radio, telephone, teletype, computer and microwave communications, and works with other segments of the public

safety profession, elected and appointed officials, and public utilities, to ensure that the best possible communications systems are available to law enforcement in New Hampshire. The committee works with appropriate agencies to develop new and innovative approaches to communications systems that integrate all criminal justice system databases, to ensure maximum effectiveness in the field. The committee is a liaison with the Enhanced 911 Commission.

11. Government Relations

The purpose of this committee is to provide direct, personal contact with all segments of local, county, and state governments in order to facilitate communications with the Association in dealing with problems and issues relative to the law enforcement environment. Special emphasis is placed on interaction with the New Hampshire Department of Public Safety, the Court System, the office of the Governor, and the Attorney General's Office.

12. Highway Safety

The Highway Safety Committee exists to promote safety on the streets and highways of New Hampshire by assisting in the coordination and assessment of traffic safety concerns. Increasing highway safety by providing aid in the presentation and of traffic safety programs. Assisting Association Members, the Department of Motor Vehicles, the New Hampshire Highway Safety Agency, and other related agencies with program development in the areas of traffic engineering, education, and enforcement.

13. Legal Officers' Section

The mission of the NHACOP Legal Officers' Section Committee is to provide a mechanism for the fruitful exchange of information between police attorneys, prosecutors and legal advisors, and the member chiefs of the Association. The legal Officers' Section shall be responsible for providing legal advice when appropriate to chiefs throughout New Hampshire, upon request made through the association. Such advice and support may also include filing amicus briefs when appropriate, upon request of the Association, and appear at legislative hearing on behalf of the Association when requested. The resources of the Legal Officers' Section will be organized, maintained, and deployed in a manner consistent with this mission. The Legal Officers' Section recognizes the need for a strong Chief's Association, and will strive to further instill public confidence by maintaining a high degree of professionalism, dedication and expertise in the delivery of all phases of law enforcement service throughout the criminal justice system.

14. Legislative/Retirement

The purpose of this committee is to secure the introduction of bills in the legislature, address problems encountered by the law enforcement community in the area of new criminal, juvenile, traffic, and other laws. The committee also analyzes bills introduced in these areas, tracks them through the legislative process, and coordinates the efforts of our professional lobbyist. Work to maintain the solvency and integrity of the Group II Retirement System. Work with Association Lobbyist and the Conference Committee to invite members of the legislature to our meetings and annual conference, from time to time.

15. Membership and Mentoring

Our mission is two-fold: First, to insure that all Police Chiefs in the State of New Hampshire are aware of the existence and benefits of our Association, and second, to provide mentoring from brother Chiefs to new Chiefs, in order to assist in their transition and recognition of the difficulties inherent in said position.

16. Parliamentarian

The mission of the NHACOP Parliamentarian Committee is to advise the President, the Executive Board, and the leadership about the conduct of the meetings in compliance with Roberts' Rules of Order and the Association's by-laws, and to rule on the legality of motions and actions coming before the body.

17. Professional Standards

The purpose of the New Hampshire Association of Chiefs of Police Standards Committee is to promote and maintain an atmosphere of professionalism and to uphold the honor and integrity of the law enforcement community. The Professional Standards Committee also serves as an advocate and resource for the Voluntary Accreditation Program Standards for Law Enforcement Agencies. The Professional Standards Committee also administers, in partnership with the One Hundred Club of New Hampshire, an awards program to recognize New Hampshire police officers and citizens whose actions have gone beyond what is expected, and who have brought honor, bravery, pride, and dedication to the law enforcement profession and themselves.

18. SACOP Liaison

The mission of the New Hampshire Association Chiefs of Police (NHACOP) Liaison with State Association Chiefs of Police (SACOP) Committee is to serve as a liaison between the NHACOP and the Division of State Associations of Chiefs of Police in the International Association of Chiefs of Police (IACP). The committee chairman or members are designated to attend regional and national

SACOP meetings and bring a New Hampshire perspective to the work of this important committee.

19. Scholarship

The mission of the NHACOP Scholarship Committee is to award financial assistance to sons or daughters of New Hampshire police chiefs, sons and daughters of New Hampshire police officers, students interested in a law enforcement career as indicated by a course of study, or any deserving student who desires a college education, according to the above priorities. Each year, one scholarship in the amount of \$1,000 is awarded in memory of the late Chief Ray Burrows of Durham, one scholarship in the amount of \$1,000 is awarded in memory of the late Chief of Police John Ganley of Salem; additional scholarships may be awarded funds permitting. Deadlines for application submission are May 1<sup>st</sup> for the fall term and November 1<sup>st</sup> for the spring term. The Scholarship Committee additionally is required to act on disbursement of funds as authorized by the general membership of the Association. It is our goal to increase the amount available and to someday make the scholarship fund self-perpetuating.

20. Solicitation

The purpose of this committee shall be to act as the liaison between the Association and the solicitation company that is under contract. Duties shall include taking complaints, fielding inquiries, and problem resolution arising out of the soliciting from the general public. The ultimate goal shall be to help fund programs while maintaining the integrity of the Association with those of the public who may be called upon for donations and pledges.

21. Torch Run

Since 1985 the goal of the NHACOP Torch Run Committee has been to raise funds for the Special Olympics New Hampshire Program that provides sports training and athletic competition for children and adults with mental challenges. Additionally the mission includes raising public awareness of the efforts of the entire law enforcement community to improve the quality of life of citizens of New Hampshire. In New Hampshire two thousand athletes participate in Special Olympics. In New Hampshire the Torch Run is sponsored by NHACOP and internationally by the IACP. The Torch Run covers the state border to border and includes 17 “legs” during which 300 law enforcement runners cover more than 850 miles of New Hampshire roads carrying the Special Olympics Torch to raise funds and awareness. The law enforcement community has raised more than one million dollars in the history of the Torch Run, and this event remains to be one of the largest Special Olympics fundraising events.

22. Training

Training is provided for guidance and support in determining topical areas and areas of interest for training that is provided to the Association.

23. Ways & Means

The Ways and Means Committee is established by presidential appointment annually. The committee is charged with the oversight of all fundraising efforts conducted by or on behalf of the Association, with the exception of the Annual Law Enforcement Torch Run for the benefit of the New Hampshire Special Olympics. All revenue-generating activities are conducted through the committee to help satisfy the annual budget requirements of the Association.

24. Web Site

The Web Site Committee is established by presidential appointment annually. The committee is charged with proposing guidelines and reviewing content of web pages under the control of the Association.

ARTICLE IX : RESOLUTIONS

1. Each resolution shall be in writing and presented to the President who shall refer it to the general membership to be acted upon at the next meeting, except that upon a two-thirds majority vote of those members present and voting at any meeting, the Association may suspend the rules and act immediately upon a resolution.

ARTICLE X : CODE OF CONDUCT

1. Every member shall conduct himself/herself in a manner which would bring credit to himself/herself, his/her respective department or agency, and the Association at all times. Any conviction for a crime, conduct which would constitute a crime although not prosecuted, publicly making defamatory remarks about the New Hampshire Association of Chiefs of Police, or any other conduct that may bring discredit upon the Association may result in revocation or suspension of Association membership or any other sanction as may be ordered by a majority vote of the Executive Board at any duly constituted meeting. All such action of the Executive Board shall be final.
2. Any possible conflict of interest on the part of any Officer of the Association, or Executive Board member or general member shall be disclosed in writing to the Executive Board annually and documented as a matter of record through an annual procedure. Conflicts shall also again be disclosed when the matter of interest involves a specific issue before the Executive Board or Association. Where the transaction involved is less than five thousand dollars (\$5,000.) in a fiscal year, a

two-thirds vote of disinterested directors is required. A transaction in an amount of five thousand dollars (\$5,000) or more shall be brought before the membership for a vote and action to be determined by the majority. This information shall also be published in the local newspaper. The minutes of the meeting shall reflect that a disclosure was made, the abstention from voting and the actual vote itself All members of the Association shall be given a copy of this policy and this policy shall remain a part of the Association by-laws. This Association will comply with all requirements of New Hampshire law where any conflict, or potential conflict of interest may be involved.

3. Requests for Assistance: Any member of the Association who is in good standing and who requests financial, legal or other assistance which originates from becoming involved in any matter relating to his official conduct as Chief of Police and has state wide or implications effecting Chapter 105 of the New Hampshire Revised Statutes Annotated, shall forthwith notify the President or in his absence the Chairman of the Advocacy Committee of the circumstances of the case. Said member shall cause to be reduced to writing any such request for aid or assistance.(June 20, 2006)
4. Requirement for Written Request: No member shall be entitled to financial, legal or other assistance in any matter unless he shall first make application in writing to the President and/or the Advocacy Committee requesting such aid. The written application shall contain a detailed and accurate statement of the nature of the request and facts upon which the charge or dispute is based, any efforts that have been made to mediate the dispute, and the name of any attorney retained by the member. If an attorney has been retained, the application is to include a synopsis by the attorney indicating the status of the matter, as well as the agreed upon fee arrangement. Upon receipt of the application, the Advocacy shall conduct an investigation into the circumstances involved and report their findings along with the recommendation of the committee as to the action that should be taken on the request. This report shall be made in writing and addressed to the President and the Executive Board.(June 20, 2006)
5. Action on Request for Assistance: Any action taken by the Executive Board shall be governed by the report of the Advocacy Committee along with the recommendations made. The recommendation of the Advocacy Committee will be made on a case-by-case basis after a complete evaluation of the application and the availability of Association funds for such purposes. In the event that the report is favorable and the recommendation is for assistance, the Executive Committee may, if the member is in good standing, take steps to mediate or otherwise resolve the dispute or charge which is the subject of the application including the furnishing of financial or legal assistance to such applicant according to the following circumstances: (1) if the applicant chooses to use the Association Attorney in his defense, the Association shall pay one-half of the legal expenses up to a maximum of \$1,000; and (2) if the applicant prefers to use an attorney of his own choosing, the Association may give him financial assistance of one-half of the legal expenses up to a maximum of \$1,000, provided the member furnishes proof of such expenses.(June 20, 2006)

6. Assistance in Criminal Matters: In the event that a member requests assistance in a matter in which he has been charged with a violation of the Criminal Statutes of the State or the Federal Government, financial assistance shall be deferred until there has been a determination of the charges. Such determination may be in any form which has the effect of a not guilty finding.(June 20, 2006)
7. Option of the Association Attorney: If the member requesting assistance chooses to use the Association Attorney, who for any reason feels that he does not wish to handle the matter, the financial assistance will be the maximum sum of \$1,000.(June 20, 2006)
8. Report to the Association: In any matter where a request for financial or legal assistance is received and acted upon by the Executive Committee, the President shall make a complete report to the membership of all proceedings and action during the next regular meeting.(June 20, 2006)
9. The Association will not endorse any political candidate for public office. Candidates running for any political office wishing to introduce themselves or discuss individual platforms or positions may request time during the Association's regular meetings. (June 4, 2011)

#### ARTICLE XI : FINANCES

1. The Finance Committee of the Association shall prepare a budget for the Association each year and that budget shall be presented to the membership of the full Association for ratification. The proposed budget shall be distributed to the membership of the Association with the notice of the meeting prior to its approval.
2. Any proposed expenditure of funds expense not budgeted, or in excess of the budget, shall be submitted to the Finance Committee for its recommendations before it can be acted upon by the Association. The Finance Committee shall make its recommendation approve, disapprove, or modify the proposed expenditure at its discretion.
3. Investment Philosophy the Executive Board shall work toward developing the long financial stability of the Association. The Association shall work with, employ or consult with a reputable investment counselor, with standing, who shall guide the Executive Board in making wise investment decisions. These decisions must maximize returns to the Association with minimum risk.
4. Association Purchasing Expenditures of funds by any Association member must be authorized and shall be restricted to items and purposes for which the funds were budgeted. The Association shall authorize the President, SACOP Representative, Secretary and Treasurer to hold an Association charge card. These cards shall be used for normal budgeted expenses based upon the needs of the Association and for the convenience and accountability of the holder in situations where expenses

cannot be billed to the Association and paid in the routine manner. Charge account cards shall be limited at \$5000.

5. Provision eliminating or limiting the personal liability of an officer, or member, or both to the corporation for monetary damages for breach of fiduciary duty as an officer, or member, or both is: No officer or member shall be personally liable to the corporation for monetary damages for breach of fiduciary duty as an officer, or a member, except with respect to: (1) Any breach of the officer's or member's duty of loyalty to the corporation; (2) Acts or omissions which are not in good faith or which involve intentional misconduct or a knowing violation of law; and (3) Any transaction from which the officer, member, or both derived an improper personal benefit.

## ARTICLE XII : BYLAWS AND CONSTITUTION

The By-Laws and Constitution of the Association may be amended at the Annual Meeting of the Association. Notice of By-Laws and/or Constitution changes shall be given with notice of the Annual Meeting. A voting member may also submit by-law changes for consideration from the floor of any General Membership Meeting. Notice of the proposed by-law change will be sent to the membership with the minutes of that General Membership meeting. The Executive Board shall review the recommendation at their next Executive Board meeting. A second notice of the proposed by-law change and the Executive Board's recommendation will then be sent to the membership with the minutes of the Executive Board Meeting. The General Membership may then consider the proposed change at the next General Membership meeting.

1. SEVERABILITY: Upon a finding that any portion or section of these By-Laws are improper or in violation of any administrative rules, state statute, or federal code the unaffected portion shall remain in full force and effect.

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Adopted June 10, 1976  
Revised June 13, 1978  
March 17, 1982  
May 12, 1983  
June 10 1986  
June 16, 1987  
June 14, 1988

June 16, 1992  
June 15, 1993  
June 14, 1994  
June 20, 1995  
June 17, 1997  
June 20, 2000  
June 14, 2005  
Feb 15, 2006  
June 20, 2006  
June 23, 2009  
June 4, 2011