



CONSTITUTION
and
BY-LAWS

Adopted November 10, 2022

OKLAHOMA ASSOCIATION OF CHIEFS OF POLICE CONSTITUTION

Article I Name

The name of this organization shall be known as the Oklahoma Association of Chiefs of Police (OACP).

Article II Purpose

The objectives of the Association shall be to advance the science and art of police administration including, but not limited to, community policing and crime prevention; to develop knowledge of police practices and procedures; to foster police cooperation, and exchange of information and experience among police administrators throughout the State; to bring about enlistment and training of qualified persons in the police profession; study current and future legislation affecting law enforcement and make recommendations which would enhance the effectiveness of police agencies and organizations for the mutual benefit of law enforcement and the agencies of the state, and to encourage adherence of all police officers to the highest professional standards of conduct.

To further these objectives, the Oklahoma Association of Chiefs of Police, Inc., hereby adopts the "Law Enforcement Code of Ethics", previously adopted by the International Association of Chiefs of Police (IACP) and Council on Law Enforcement Education and Training (CLEET).

Article III Executive Board

There is hereby created an Executive Board to be known as the Oklahoma Association of Chiefs of Police (OACP) Executive Board, consisting of eighteen (18) members of the Association, comprised of the President, First Vice President, Second Vice President, Third Vice President, Secretary/Treasurer, Immediate Past President, Board Member at Large, Tribal Law Enforcement Representative, Small and Rural Representative, Parliamentarian, six (6) elected Regional Representatives, Chaplain, and the Executive Director. All candidates for the Executive Board, except for the Chaplain and Executive Director, must be an Active Member of the Association, in good standing, and shall have maintained active membership status for a minimum of one year prior to their nomination. The Board shall have the purposes and duties outlined herein. Quorum, voting procedures, representation on the Board, attendance, minutes of meetings, officers, term

of office, committees, and all other operational issues shall be specifically regulated in the By-Laws of the Board, which must be approved by the Board by a majority vote of the members. The Board shall designate the time and place of all meetings.

ARTICLE IV Committees

Committees, standing or special, may be appointed at the discretion of the President or the Executive Board as deemed advisable to promote the efficiency of the Association. Any active member of the organization shall be eligible to serve on a committee.

ARTICLE V Financing and Budgeting

The Oklahoma Association of Chiefs of Police Executive Board shall have the power to establish fees for the services provided; to collect fees; to pay expenses; to retain employees and independent contracts to provide the services authorized; develop an annual budget; and perform other tasks deemed consistent with the purpose and intent of this organization. The Executive Board shall have the authority to provide limited budget control flexibility to the Executive Director, in amending budget categories as needed, without Board action, which may include transfer of funds from one account to another; except that no reserve appropriation may be reduced below the minimum level established by the Executive Board.

ARTICLE VI Property Acquisition and Disposal

The Oklahoma Association of Chiefs of Police Executive Board shall have the authority to acquire and dispose of real and personal property. Any property owned by the Executive Board at the time of dissolution of the Executive Board or the Association, shall become the property of the current members in undivided shares equal to the proportion of the cost paid for the property, by each member, as compared to the total costs paid by all members and former.

ARTICLE VII Notice

Notices required by the Oklahoma Association of Chiefs of Police organization shall be sent electronically or by regular United States mail to each member of the organization.

ARTICLE VIII Amendments

The Executive Board shall have the power to make, alter, amend and repeal the Constitution of the Association. Proposed amendments of the Constitution shall be presented to the Active Membership at least thirty (30) days prior to a vote on the matter(s). Such amendments shall be adopted by a majority vote of the Active Members present at any General Meeting, except as otherwise provided for by law.

ARTICLE IX Repealing Clause

Once the Constitution of the Oklahoma Association of Chiefs of Police have been adopted, they supersede and finally repeal any and all prior Constitution and Amendments. Immediately upon passage by a majority vote of the Active Members present at any General Meeting, this Constitution becomes of full force and effect.

OKLAHOMA ASSOCIATION OF CHIEFS OF POLICE BY-LAWS

Article I Classes of Membership

Section 1

Any person or entity wishing to become a member of the Association shall make application to the Executive Board by written application.

Section 2

Active Members. The Active members of the Association shall be active Chief Law Enforcement Officers or their Assistants/Deputies of a Law Enforcement Agency in the State of Oklahoma.

Section 3

Associate Members. The Associate members of the Association shall be any person that is not eligible for active membership but are qualified by training and experience in police or other law enforcement activity, or by other professional attainments in police science or administration. Associate members are not eligible to vote or hold office in the Association.

Section 4

Institutional Members. The Institutional members of the Association shall be any person that is interested in furthering the development of the Association. Institutional members are individual members and are not eligible to vote or hold office in the Association.

Section 5

Corporate Members. The Corporate members of the Association shall be any organization that is interested in furthering the development of the Association. Corporate members are for the entire organization and are not eligible to vote or hold office in the Association.

Section 6

Retired Members. The Retired members of the Association shall be any member who have completed at least twenty (20) years of full-time law enforcement service or have a qualified line of duty disability or medical disability and are retiring in a command staff position. All new retired members must be approved by the Executive Board. Retired members are not eligible to vote or hold office in the Association.

Section 7

Life Members. The Life members of the Association shall have all rights and privileges of the class of membership in which they belonged to before being eligible for life membership. The members shall meet one of the following criteria to be eligible:

1. A person having served a full term in the Office as President of this Association shall become a Life Member.
2. Any Active or Associate member in the Association that has been in good standing for a period of fifteen (15) years may become eligible upon the recommendation of the Executive Board at any general meeting.

Section 8

Honorary Members. The Honorary members of the Association shall be nominated by the Executive Board. Any member of the Association may submit a letter of proposal setting forth the reason a candidate should be considered an honorary membership to the Executive Board for consideration. If the Executive Board approves the candidacy, they will present the candidate for a vote at the next general meeting. Honorary members will not have a vote, nor may they hold office in the Association.

Section 9

Membership Disputes. Upon any application of membership, if there is an eligibility or class of membership question, the Executive Board shall make the necessary interpretation and determination. The Executive Board's decision is final in every case.

Section 10

All membership dues shall be reviewed annually by the Executive Board who may, by majority vote, approve a change in dues as the Board deems necessary. Dues shall be payable beginning January 1st of each year. Membership privileges will be revoked if dues are not paid by March 1st and no members with revoked status shall be entitled to vote at any election or on any motion. Honorary members shall be exempt from payment of dues. Life and Retired member's dues shall be 50% of the dues for the class of membership in which they belonged to before being eligible for retired membership.

ARTICLE II

Cancellation of Membership

Section 1

Cancellation of Membership. Any member of the Association may be removed from the membership upon cause. The Executive Board shall appoint five (5) members of the Association to a Review Committee, who will review the charges/allegations against the Board Member. The Review Committee will make a recommendation to the Executive

Board within sixty (60) days of the creation of the Committee. The Executive Board will vote to sustain or deny the recommendation of the Review Committee. A two-thirds majority vote of the Executive Board is required to move the procedure to the full membership for vote. Should a cancellation of membership process be sustained, no reimbursement of dues will take place.

Section 2

Change of Employment Status. Any active member who leaves law enforcement or fails to meet the requirements for Active Membership and who is not a life member or a retired member shall have their membership reviewed by the Executive Board. A simple majority vote will sustain or cancel the membership. Should a membership be canceled, no reimbursement of dues will take place.

Section 3

Failure to Pay Dues. Any member failing to pay annual dues after the appropriate notice shall be removed from the membership.

Article III Executive Board

Section 1

All candidates for the Executive Board, except for the Chaplain and Executive Director, must be an Active Member of the Association, in good standing, and shall have maintained active membership status for a minimum of one year prior to their nomination. They shall also be regularly engaged in active police service by receiving a government salary. The Executive Board shall determine all questions of eligibility of candidates for the Executive Board and the Executive Board's decision shall be final. No member shall serve in more than one Board position.

Section 2

President. The President shall preside at all meetings of the Association and shall act as Chairperson of the Executive Board. The President shall appoint such standing and special committees as are authorized by these By-Laws or by the Association, or its Executive Board. The President shall be responsible to the Executive Board for the proper functioning of all committees. The President shall be the chief spokesperson for the Association on official statements of policy. The President shall perform such other duties as may from time to time be assigned by the Executive Board or by Resolution of the Association.

Section 3

Vice Presidents.

1. First Vice President. It shall be the duty of the First Vice President to perform all duties of the President during the absence of the President. In the event the office of the President becomes vacant or is declared vacant by the Executive Board, the First Vice President shall automatically become President to fill the unexpired term.
2. Second Vice President. In the event the office of the First Vice President becomes vacant or is declared vacant by the Executive Board, the Second Vice President shall automatically become the First Vice President to fill the unexpired term.
3. Third Vice President. In the event the office of the Second Vice President becomes vacant or is declared vacant by the Executive Board, the Third Vice President shall automatically become the Second Vice President to fill the unexpired term. If the Third Vice President position becomes vacant or is declared vacant by the Executive Board, the Executive Board will elect from the Regional Representatives on the Board to fill the position.

Section 4

Secretary/Treasurer. The Secretary/Treasurer shall record the proceedings of every meeting of the Association and of the Executive Board. These records shall be made available and approved by the appropriate body. The Secretary/Treasurer also shall oversee the records of receipts and disbursements of Association funds. These records shall be made available and approved by the appropriate body.

If the Secretary/Treasurer position becomes vacant, the Executive Board shall appoint an Active Member to fulfill the vacancy.

Section 5

Immediate Past President. The Immediate Past President shall be the outgoing President of the Association. If the Immediate Past President is ineligible to continue on the Board, the vacancy shall be filled by the next most recent Immediate Past President consenting to serve.

Section 6

Board Member at Large. The Board Member at large shall be nominated from the general membership and appointed by the Executive Board. If the Board Member at Large becomes vacant, the Executive Board shall appoint an Active Member to fulfill the vacancy.

Section 7

Tribal Law Enforcement Representative. The Tribal Law Enforcement Representative shall be an Active Member serving at a Tribal Law Enforcement Agency. If the Tribal Law Enforcement Representative becomes vacant, the Executive Board shall appoint an Active Member to fulfill the vacancy.

Section 8

Small and Rural Representative. The Small and Rural Representative shall be an Active Member serving any municipal law enforcement agency that serves a population of less than 10,000 as determined by the most recent United States Census. The agency must be located outside the Central and Tulsa Region, as defined in Article VI, Section 10. If the Small and Rural Representative becomes vacant, the Executive Board shall appoint an Active Member to fulfill the vacancy.

Section 9

Parliamentarian. The Parliamentarian shall be responsible for making decisions of parliamentary law, when needed. The Parliamentarian shall be nominated by the President, confirmed by the Executive Board, and is a non-voting member of the Executive Board.

Section 10

Regional Representatives. There shall be six (6) regional representatives throughout the State. If a Regional Representative position becomes vacant, the Executive Board shall appoint a new representative from the Active Membership from the same region as the vacancy. The location of the agency's headquarters shall determine their region, if the jurisdiction falls into more than one.

1. Northeast Regional Representative. The Northeast Regional Representative shall be located within the following counties: Adair, Cherokee, Craig, Delaware, Mayes, McIntosh, Muskogee, Nowata, Okmulgee, Ottawa, Rogers, Sequoyah, Wagoner, and Washington.
2. Southeast Regional Representative. The Southeast Regional Representative shall be located within the following counties: Atoka, Bryan, Carter, Choctaw, Coal, Garvin, Haskell, Johnston, Latimer, LeFlore, Love, Marshall, McCurtain, Murray, Pittsburg, Pontotoc, and Pushmataha.
3. Southwest Regional Representative. The Southwest Regional Representative shall be located within the following counties: Beckham, Caddo, Comanche, Cotton, Custer, Grady, Greer, Harmon, Jackson, Jefferson, Kiowa, McClain, Roger Mills, Stephens, Tillman, and Washita.

4. Northwest Regional Representative. The Northwest Regional Representative shall be located within the following counties: Alfalfa, Beaver, Blaine, Cimarron, Dewey, Ellis, Garfield, Grant, Harper, Kay, Kingfisher, Major, Noble, Texas, Woods, and Woodward.
5. Central Region Representative. The Central Region Representative shall be located within the following counties: Canadian, Cleveland, Hughes, Lincoln, Logan, Okfuskee, Oklahoma, Pawnee, Payne, Pottawatomie, and Seminole.
6. Tulsa Region Representative. The Tulsa Region Representative shall be located within the following counties: Creek, Osage, and Tulsa.

Section 11

Chaplain. The Chaplain shall be nominated by the President, confirmed by the Executive Board, and is a non-voting member of the Executive Board. The Chaplain shall be an Active or Associate member of the Association and should be an ordained minister, elder, or deacon within their denomination. The Chaplain shall be a member of the American Police Chaplains Association or the International Conference of Police Chaplains.

Section 12

Executive Director. The Executive Director shall be appointed by the Executive Board as an ex-officio non-voting Board member. Compensation shall be set by the Executive Board through an employment contract for a maximum of three (3) years, which will terminate on December 31st, unless renewed by the Executive Board. A committee consisting of the President, 1st Vice President, and two (2) Regional Representatives appointed by the Board, shall evaluate the performance of the Executive Director on an annual basis and report such findings to the Executive Board no later than the October Executive Board Meeting. The Executive Board shall review and evaluate the performance of the Executive Director no later than the November Executive Board Meeting.

The Executive Director, or their designee, shall prepare an annual budget to govern the fiscal operations of the Association and shall present such budget for approval to the Executive Board one (1) month prior to the beginning of the next fiscal year (January 1 to December 31st). They will ensure that an annual audit be submitted to the Association by a Certified Public Accountant.

Further, the Executive Director, or their designee, shall insure that all yearly tax forms are prepared and mailed within the time frame as required. They will make investments at the direction of the Executive Board and will make reports as to the status of those investments to the Board and the General membership not less than twice each calendar year, one report will be made at the Annual Meeting and the other approximately (6) six months later.

Section 13

Designees. Each voting member of the Executive Board shall name one (1) official designee on the form approved by the Executive Board within sixty (60) days of appointment or election to the Executive Board and must meet the same qualifications as those required for the Board Member that is appointing them.

If the Executive Board decides to nullify the appointment of a designee, the Board Member that initially named the nominee must properly choose and notify the Executive Board of different choice of designee within five (5) calendar days. The Board may nullify as many choices of designees as it so chooses. A Board Member may have more than one (1) designee, however, only one (1) per board position may be recorded. If the Board Member fails to notify the Executive Board of a designee within the specified time(s), the Executive Board may view this as lack of participation and may begin the proceedings to remove the Board Member from their position.

Nothing prevents a Board Member from choosing another Board Member to be their designee. A Board Member shall be counted twice, for the purposes of quorum, if any Board Member acts as another member's designee. No Board Member may have more than two (2) total votes, one (1) vote for the Board Member who is physically present and one (1) vote for any designee that member may hold.

A designee is conjoined with their appointing Board Member. As such, the designee would be removed from the position if they Board Member were to be removed for any reason. A Board Member will not be removed from their position on the Executive Board if their designee is removed from their position.

A designee shall carry all of the rights, privileges and responsibilities of their appointing Board Member when acting in their place. The designee may only act in the Board Member's place when the duly elected or appointed member is absent from an official meeting.

When a designee is present and acting in the place of their appointing Board Member, there shall be no absence to record for the Board Member. When both the Board Member and their designee are not present for more than half of an entire official meeting, an absence shall be recorded for the Board Member.

A Board Member may remove his officially appointed designee without cause only upon the majority vote of a properly convened Board.

A designee shall not be required to vote as only their appointing Board Member would have.

Section 14

Duties of the Executive Board. The Executive Board shall be the governing body of the Association and shall have the authority to:

1. Attend all Board Meetings, either in-person or by electronic means.
2. Take all appropriate measures to perform all duties required to accomplish the objectives of the Association, within the provisions of these By-Laws.
3. Issue rules, establish formal procedure for the conduct of the business affairs of the Association, within the provisions of these By-Laws, including membership procedure, regulations concerning budget, receipt, custody, disbursement, and accounting for all Association funds, purchases, contracts, travel vouchers and other expenses.
4. Establish an order of business and conduct of all meetings.
5. Adopt and use the official seal and insignia of the Association.
6. Adopt an annual budget for the Association and no expenditures shall be made, except in accordance with funds allocated under said budget, as originally adopted and amended.
7. Review any allegations, upon the request from an Active member, of conduct by a member of a nature that would reflect adversely on the objectives of the Association and/or Law Enforcement Code of Ethics.
 - a. Investigative reports shall be limited to those findings pertaining to infractions that could disqualify membership in the Oklahoma Association of Chiefs of Police, Inc.

Section 15

Removal from Office. Any Executive Board Member may be removed from office upon cause. The Executive Board shall appoint five (5) members of the Association to a Review Committee, who will review the charges/allegations against the Board Member. The Review Committee will make a recommendation to the Executive Board within sixty (60) days of the creation of the Committee. The Executive Board will vote to sustain or deny the recommendation of the Review Committee. A two-thirds majority vote of the Executive Board is required to move the procedure to the full membership for vote.

Section 16

Any Executive Board Member that fails to pay their membership dues by March 1st, shall face removal of office due to non-payment, upon the Executive Board's recommendation.

ARTICLE IV Meetings

Section 1

Executive Board Meetings. The Executive Board shall meet monthly on the third Thursday of each month, unless a change has been called for by the President. The meetings shall be held at a place authorized by the Executive Board. Nine members of the Executive Board shall constitute a simple majority quorum.

Section 2

General Membership Meetings. The General Membership shall meet at a time and place authorized by the Executive Board and/or President of the Association.

Section 3

Special Meetings. Special Meetings of the Executive Board or the General Membership may be called by the President or a majority of the Executive Board. Notice of the time and place for a Special Meeting and the purpose of the meeting shall be made to the appropriate members no less than forty-eight (48) hours before the time of such Special Meeting. No business shall be discussed at the Special Meeting except what is posted in the notice.

Section 4

Annual Meetings. The Annual Meetings of the Association shall be held at such time and place as shall be determined by the conference committee. Notice of the Annual Meeting shall be delivered to each member of the Association not less than thirty (30) days prior to the annual meeting date.

Section 5

All meetings of the Association shall be conducted in accordance with parliamentary rules as established by "Robert's Rules of Order". When any question of parliamentary law shall arise, which is not covered by the By-Laws of the Association, the Parliamentarian and presiding officer shall be governed in their decision by the provision of "Robert's Rules of Order".

Any member who desires to offer a motion or to speak at any meeting of the Association shall rise, be recognized by the President, and announce their name, office, and occupation.

Section 6

Attendance at Meetings. A Board Member's active participation is expected and their

attendance and absences will be tracked by the Secretary/Treasurer, who shall be responsible for reporting excessive absences to the Executive Board. Board members may attend board meetings in person or by electronic means, including but not limited to, attendance and voting by conference call, video conferencing, or web conferencing. A Board Member's designee will affect their counted absences. Absences may be excused for a good and just cause such as illness, family emergency, bereavement, jury duty, court appearance, and conflicting meetings where the Board Member is the appointee for OACP. In the event that a Board Member is absent three (3) consecutive board meetings without good or just cause, the Executive Board will review the absences. Additionally, the board shall review a Board Member's absences when the member has missed five (5) board meetings in a twelve (12) month period. The twelve (12) month period is calculated by determining the most recent absence and including the 364 days prior to it. If upon review of the absences, the Executive Board finds that there is not adequate good or just cause for the absences the Executive Board may make a final determination on that Board Member's position. The Executive Board may choose to:

1. Remove the member from the Executive Board and immediately appoint any qualified person to fill the vacancy in accordance to the By-Laws;
2. Remove the member from the Executive Board and, at a future date convenient to the Executive Board, appoint any qualified person to fill the vacancy in accordance to the By-Laws;
3. Remove the member from the Executive Board and leave the position vacant if the term is going to expire within 180 days;
4. Leave the Board Member in their position and impose sanctions or other disciplinary measures of the Executive Board's choosing; or,
5. The Executive Board may choose not to remove the Board Member if it has found that this course of action is believed to be in the best interest of the Association.
6. Nothing in this section prevents the Executive Board from reappointing the member that was removed from the position if the Executive Board decides that this is the most appropriate course of action.

ARTICLE V

Elections

Section 1

Election of Board Members. A slate of candidates, including at least one candidate for each open region on the board shall be presented for the election process. All qualified candidates shall appear on the ballot. These presentations and nominations shall be made every year at the Annual Meeting. Candidates for each elected office must be elected by a majority vote of the Active members present at the time of voting at the

Annual Meeting.

Section 2

Term of Board Members. Each Board Member shall have a two (2) year term, unless they are fulfilling a vacancy or are an officer.

Each year a 3rd Vice President shall be elected during the Annual Meeting. Every year following their election, they shall move up to 2nd Vice President, then 1st Vice President, then President, and finally Past President. After fulfilling their term as Past President, they are eligible to run for another position.

The terms of the Secretary/Treasurer, Central Region Representative, Southwest Regional Representative, the Northeast Regional Representative, and Small and Rural Representative, shall expire at the conclusion of the Annual General Meeting of the even numbered year following the member's election or appointment.

The terms of the Tulsa Region Representative, Southeast Regional Representative, Northwest Regional Representative, Board Member at Large, and Tribal Law Enforcement Representative shall expire at the conclusion of the Annual General Meeting of the odd numbered year following the member's election or appointment.

Section 3

Nominations. Any Active Member, including current Board Members, shall submit a letter to the Election Committee no later than fourteen (14) days prior to the annual election of Board Members, stating their desire to be considered for a nomination to a specific board position. The member shall only express interest in one position per election cycle.

ARTICLE VI
Fiscal Year and Calendar Year

The fiscal year and calendar year of the Association shall commence on January 1 of each year and end on December 31 of the same year.

ARTICLE VII
Prohibition Against Sharing in Association Earnings

No officer of, employee of or member of a committee or a person connected with the Association, or any private individual shall receive at any time any of the earnings or pecuniary profit from the operations of the Association, provided this shall not prevent the payment to any such person of such reasonable compensation or expenses involved in the execution of such services rendered to or for the Association in effecting any of its purposes as shall be fixed by the Executive Board, and no such person or persons shall be entitled to share in the distribution of any of the Association assets upon the dissolution

of the Association. All active members of the Association and its Executive Board members shall be deemed to have expressly consented and agreed that upon such dissolution or terminating of the affairs of the Association, whether voluntary or involuntary, the assets of the Association, after all debts have been satisfied, then remaining in the hands of the Executive Board, shall be distributed, transferred, conveyed, delivered and paid over, in such amounts as the Executive Board may determine or as may be determined by a court of competent jurisdiction upon application of the Executive Board, exclusively to one or more organizations consistent with the goals of the Association under the provisions of Section 501(c)(6) of the Internal Revenue Code and its Regulations as they now exist or as they may hereafter be amended.

ARTICLE VIII Exempt Activities

Notwithstanding any other provisions of these By-Laws, no elected officer, member, employee or representative of this Association shall take any action or carry on any activity by or on behalf of the Association not permitted to be taken or carried on by an organization exempt under Section 501(c)(4) of the Internal Revenue Code and its Regulations as they now exist or as they may hereafter be amended.

ARTICLE IX Amendments

The Executive Board shall have the power to make, alter, amend and repeal the By-Laws of the Association. Proposed amendments of the By-Laws shall be presented to the Active Membership at least thirty (30) days prior to a vote on the matter(s). Such amendments shall be adopted by a majority vote of the Active Members present at any General Meeting, except as otherwise provided for by law.

ARTICLE X Repealing Clause

Once the By-Laws of the Oklahoma Association of Chiefs of Police have been adopted, they supersede and finally repeal any and all prior By-Laws and Amendments. Immediately upon passage by a majority vote of the Active Members present at any General Meeting, this By-Laws become of full force and effect.