

INTERNATIONAL POLICE ASSOCIATION, Canadian Section Region 2

Rules and Regulations

APPENDIX “A” - General Rules of Conduct

A.1 Ordinarily, only members of the IPA Canadian Section Region 2 shall attend official meetings of IPA Canada Section, Region 2. An exception may be made for guests and other IPA members with prior approval from the Chair. Any such attendance shall be recorded in the minutes of the meeting.

A.2 No discussion or activity shall be permitted which affects or concerns any Police Act in Canada, or the pay, pensions, or conditions of service of any Police Service at any meeting of the IPA Canadian Section Region 2. Any discussion or activity occurring in contravention of this rule shall be void and of no effect.

A.3 No member shall promote or attempt to promote any discussion concerning politics, religion, or racial matters at any meeting of the IPA Canadian Section Region 2, or through the medium of correspondence with any member of the IPA Canadian Section Region 2.

A.4 Violation of the Constitution of the IPA Canadian Section Region 2 or any conduct likely to bring discredit to the IPA Canadian Section Region 2, shall render members liable to expulsion from the IPA Canadian Section Region 2, provided the member receives, by registered post, a notice in writing of expulsion signed by the National President and Secretary General. Expulsion shall be effective twenty-one (21) days after posting unless the Secretary General receives notice of appeal by registered post, before the end of this period.

APPENDIX “B” - Articles for Sale or Presentation

B.1 Region 2 may produce its own lapel pin and any other items as a regional project. The production and sale of these items will be the responsibility of Region 2. Proceeds from these sales will go to the Regional Treasury.

B.2 The “Regional Approval Committee” must authorize any article or item bearing either partially or entirely, the crest or logo of the International Police Association.

B.3 A “Regional Approval Committee” comprised of the Supplies Officer, and the Vice Presidents shall adjudicate all designs submitted for authorization. The committee shall be responsible for ensuring that each design is in keeping with the IPA Canada Region 2 Constitution, IPA Canada Constitution and the International Statutes, Rules and Regulations. A simple majority vote of the “Approval Committee” will decide on all submitted items.

B.4 The “Regional Approval Committee” shall, following the adjudication, advise the submitter that the item or article is accepted or rejected. In the case of rejection, the reasons will be provided to the submitter in writing. In the case of acceptance, the Approval Committee will forward the design to the National Approval Committee for review.

APPENDIX “C” - Logo

To be added in the future

APPENDIX “D” - Duties of the Board of Directors

D.1 President:

The President shall review and understand both the National and Regional organization's articles of incorporation and by-laws, policies and procedures, financial and legal situation, and strategic plan; and

- Appoint the chairpersons of committees, in consultation with other board members
- Serve ex officio as a member of committees and attend their meetings when invited
- Ensure that Region matters are handled properly, including committee functioning, recruitment of new board members, orientations, and meeting preparation
- Bring forward issues confronting the IPA and with the Board
- Help guide and mediate board actions with respect to organizational priorities and governance concerns
- Monitor financial planning and financial reports
- Represent the organization to the greater IPA community
- Intervene if conflicts of interest or confidentiality issues arise
- Make regular deposits of any funds collected
- Prepare required reports to the National Board
- Signatory for Banking matters
- Primary Liaison of the Treasurer, Membership Secretaries and Sgt. At Arms in the absence of/or the inability of the lead of each committee to fulfill their duties the President will ensure the duties are discharged

D.2 1st Vice President:

The 1st Vice President shall:

Act as the President in his or her absence

- Report to and work closely with the President to assist with his or her duties
- Perform other duties as assigned by the President
- Make regular deposits of any funds collected
- Signatory for Banking matters
- Primary Liaison of the Special Events Coordinator, Supplies Officer, Webmaster and Travel Secretary –in the absence of/or the inability of the lead of each committee to fulfill their duties the VP will ensure the duties are discharged.

D.3 2nd Vice President:

The 2nd Vice president shall:

Act as the President in the absence of the President and 1st VP

- Report to and works closely with the President to assist with his or her duties
- Perform other duties as assigned by the President and will be the primary liaison with the Recording Secretary, Memorabilia Officer and the Newsletter Editor in the absence of/or the inability of the lead of each committee to fulfill their duties the VP will ensure the duties are discharged

D.4 Treasurer:

The Treasurer shall:

Liaise with the President

- Manage the finances of the organization, including the board's review of and action related to, financial responsibilities
- Ensure appropriate financial reports are made available to the board
- Regularly reports to board on key financial events, trends, concerns, and assessment of fiscal health
- Provide annual budget to the board for members' approval
- Ensure development and board review of financial procedures and systems
- Recommend to the board whether the organization should have an audit
- Assist in the selection of an auditor, if needed, and meets with him or her annually
- Make regular deposits of any funds collected
- Signatory for Banking matters
- Provide a Year-end report to the Board of Financial position for the AGM

D.5 Recording Secretary:

The Recording Secretary shall:

Liaise with the 2nd Vice President

- Call for additions to agenda two weeks prior to monthly meeting
- Distribute Agenda at least one week before monthly meeting
- Manage the minutes of board meetings
- Ensure minutes are distributed to members two weeks after each meeting

D.6 Membership Secretary:

The Membership Secretary shall:

Liaise with the President

- Liaise with the President
- Manage and digitally record a current Regional Membership list
- Receive and action new member applications
- Bring to the Board any new member applications that require decisions as to eligibility
- Receive, record and deposit membership dues from members
- Prepare and deliver yearly membership cards
- Prepare and deliver New Member packages
- Answer membership inquiries
- Prepare for the Board monthly Membership reports in the prescribed format
- Prepare for the Board a yearly Anniversary Pin recipient report
- Prepare and deliver Dues Payable Reminders to delinquent members
- Prepare and deliver a Dues invoice on a Members request
- Make regular deposits of any funds collected
- Signatory for Banking matters
- Provide a Year-end report to the Board of Membership for the AGM
- Ensure confidentiality and security of membership data.

APPENDIX "E" – Election Procedures

The following will govern the procedure to be used in the election of the Board of Directors for the IPA Canadian Section, Region 2. **These procedures will come into force for the election of 2019.**

E.1 The term of office for the President, 1st Vice President, 2nd Vice President, Treasurer, Recording Secretary and Membership Secretary shall be two years.

E.2 Election for half of the Region's Board of Directors shall be held every year at an Annual General Meeting of the IPA Canadian Section Region 2. In 2019 the positions of President, 2nd Vice President and Recording Secretary will be elected for a term of 2 years and the positions of 1st Vice President, Treasurer and Membership Secretary will be elected

for a term of 1 year. In 2020 the positions of 1st Vice President, Treasurer and Membership Secretary will be elected for a term of 2 years. From then on, only those positions whose term is expiring in that given year will face an election for a 2-year term.

E.3 An Election Committee consisting of a Returning Officer and at least one assistant shall be appointed by the Regional Executive at least 90 days prior to the Annual General Meeting at which an election is to be held.

E.4 The Returning Officer will be responsible for carrying out all duties pertaining to the election of Officers.

E.5 The Returning Officer shall retain all ballots and documents pertaining to the election of officers for a period of three (3) months, after which they will be destroyed.

E.6 The assistant(s) to the Returning Officer shall assist throughout the election as required or directed by the Returning Officer and shall witness the counting of the ballots.

E.7 The Returning Officer shall not vote except to cast a deciding vote for the offices of President, two Vice Presidents, Recording Secretary, Membership Secretary and the Treasurer.

E.8 A Qualified Member or a Qualified Voting Member is a member that is in good standing at the time of election.

E.9 All qualified voting members will receive an e-mail to their last known email address or mailing address in those cases where a member is not connected to email advising them of the upcoming election, including the process and dates, at least 90 days prior to the election date and before nomination forms are sent out

E.10 Nomination forms will be sent out at least 60 days prior to the election date.

E.11 Any qualified member may nominate any other qualified member for any position on the Board of Directors however, the nominator must first ensure that the potential nominee is agreeable to seek that position. Self-nominations are also permissible.

E.12 Nominations will close 30 days prior to the election date.

E.13 After receipt of the nominations from the qualified members, the Returning Officer will send a message to each member nominated asking whether or not he/she will STAND or DECLINE. The answers are to be returned to the Returning Officer within seven days (weekends and holidays included).

E.14 Any member qualified to seek office may hold only one (1) Board of Director position. If nominated for more than one position, the Returning Officer will, at the close of the nominations, request that the nominee choose the position for which he/she wishes to stand. The nominee will have 48 hours from date and time of notice to advise the Returning Officer of his/her decision. If no decision is forthcoming within the allotted time, the first position for which the nominee was nominated will, by default, be the position for which he/she will be deemed to be standing.

E.15 All other nominees affected by the decision(s) of those who have been nominated for more than one position will be advised forthwith of their current standing in the nominations.

E.16 The Returning Officer will cause a list to be published that will list the candidates, surname first and in alphabetical order, and the position sought.

E.17 The Returning Officer will provide the list to the Editor of the IPA Region 2 Newsletter, immediately upon close of nominations. (Nominees are encouraged to supply the Editor of

the Newsletter with a brief biography noting their qualifications. Such biographies must be into the Editor no less than 21 days prior to the election).

E.18 The Returning Officer will cause every qualified member to receive a copy of the ballot for election by email to their last known email address or mailing address in those cases where a member is not connected to email no less than two weeks prior to the election date. Members may complete the ballots immediately and return them to the Returning Officer by return email/mail or may hold the ballots until day of the election at which time the ballots may be deposited with the Returning Officer at the AGM prior to the call for final ballots.

E.19 On receipt of each completed ballot, the Returning Officer will cause the name of the voter to be entered into a log and to be assigned a number. The voter's name will be blacked out from their e-mail/mail ballot and their assigned number will be attached to their e-mail/mail ballot.

E.20 Prior to the conclusion of the AGM the Chair of the meeting will vacate the chair in favour of the Returning Officer. The Returning Officer will announce the Board of Directors chosen for the following business term.

The Returning Officer will swear in the chosen Board of Directors. Using the following wording:

“ ___name___, you have been elected / acclaimed/appointed to the Executive Board of the IPA Canadian Section, Region 2 as _____position____”. “Do you accept this position and affirm that you are fully aware of all the requirements, responsibilities and duties, as delineated for this position under appendix “D” of the Region 2 Constitution?”

“Do you also affirm that you will with impartiality and to the best of your ability, fulfill these duties?”

“I now declare you ___position___ of the IPA Canadian Section Region 2. Congratulations.”

E.20 In the case where a member of the Executive Board resigns, is removed or for any reason or is no longer able to serve, the Executive Board may replace that person with any qualified member, by a majority vote of the Executive Board.

APPENDIX “F” - Friends of the IPA Region 2 Recognition:

There are occasions when a person has provided extraordinary service in aid of the local, provincial or federal police services or special services directly to Region 2. To thank these individuals, Region 2 has created a special position within the organization. That position will be known as “Friend of the IPA Region 2”.

F1. “Friend of the IPA Region 2 candidate must be moved by a Member in good standing of Region 2 and approved by a committee comprised of the Membership Secretary, the President or the president's designate and one non-Executive Member of the Region.

F.2 The Friends of the IPA Region 2 will receive the newsletter and may attend business meetings as observers.

F.3 The Friends of the IPA Region 2 will not have voting privileges. The meeting Chair may at their discretion recognize the Friend of the IPA Region 2 to contribute to a discussion.

F.4 The Friends of the IPA Region 2 will be welcome to attend all IPA Region 2 events (at their own cost).

F.5 The Friends of the IPA Region 2 will be identified by a special "Friend of the IPA" card which must not indicate in any manner that the individual is or was a member of any police service or law enforcement agency.

F.6 Any IPA merchandise that may appear to identify the Friends of the IPA Region 2 as a police officer will not be available to them through our "stores".

F.7 Further privileges and restrictions may be placed on Friends of the IPA Region 2 from time to time by way of a simple amendment to this Appendix.

APPENDIX "G" - Quorum:

G.1 A regular business meeting requires a simple majority (50% plus 1) of the elected Executive Board to be present in order to carry on business.

G.2 The Annual General Meeting (AGM) must have a minimum of twelve (12) qualified members present, in order to establish a quorum.

G.3 The amendments to the required quorum may be made at any regular Executive business meeting for future business meetings and such amendments will take effect at the following business meeting.

G.4 In order to amend the quorum requirements for an AGM, the necessary motion, if passed, will take effect at the following AGM.