

# Virginia Association of Property and Evidence Professionals Bylaws

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## ARTICLE I – NAME, PURPOSE, GOALS AND ACTIVITIES

### Section 1 – Name

The name of this organization shall be the **Virginia Association of Property and Evidence Professionals**, herein referred to synonymously as “the Organization” or “VAPEP.”

### Section 2 – Purpose

The purpose of VAPEP is to promote education, training, professionalism, and the exchange of information among individuals responsible for the collection, preservation, storage, processing, and disposition of property and evidence.

### Section 3 – Goals

The goals of the Association shall include:

- Promoting and supporting best practices and ethical standards in property and evidence management;
- Providing high-quality training, education, and professional development opportunities;
- Encouraging collaboration, communication, and information sharing among agencies and professionals;
- Supporting consistency and accountability in property and evidence operations;
- Advancing the professional recognition of property and evidence personnel.

### Section 4 – Activities

In furtherance of its purpose and goals, VAPEP may:

- Conduct conferences, seminars, workshops, and other training programs;
- Develop and distribute educational materials, guidance, and resources;
- Establish committees or working groups to address professional issues;
- Collaborate with allied organizations, agencies, and stakeholders;
- Engage in activities consistent with the mission and approved by the Board of Directors.

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## ARTICLE II – MEMBERSHIP

### Section 1 – Types of Membership

The membership of the Association shall be classified as **General** or **Associate/Corporate**.

**2.1.1** General membership is open to those individuals involved in the management, processing, retention, or oversight of property and evidence for criminal justice agencies within the Commonwealth of Virginia, as defined in the membership application. General members retain their membership status upon retirement, provided continuous membership is maintained.

**2.1.2** Associate/Corporate membership is open to those individuals who are not eligible for General membership but are qualified by training, experience, or other professional attainments in a criminal justice, forensic, or property and evidence-related field, including vendors or individuals residing or working outside the Commonwealth of Virginia.

## **Section 2 – Membership Dues**

**2.2.1** The Association shall not charge membership dues. Membership is provided without cost to eligible members, subject to compliance with these bylaws and any policies adopted by the Board of Directors.

**2.2.2** The Board of Directors retains the authority to recommend the establishment of membership dues in the future if necessary for the continued operation of the Association; however, no dues shall be imposed unless approved by a two-thirds (2/3) majority vote of the Board of Directors.

## **Section 3 – Suspension and Expulsion**

**2.3.1** Any member whose actions are unlawful, unethical, or tend to bring discredit to the Association or the criminal justice profession may have their membership suspended or permanently revoked.

**2.3.2** Temporary membership suspension may be performed administratively by the President upon notice of any investigation involving a member.

**2.3.3** Temporary membership suspension may be performed administratively by the President for failure to comply with Association policies or requirements.

**2.3.4** Any General or Associate Member who has been suspended and who does not respond satisfactorily to requests for additional information may be expelled by a majority vote of the Board of Directors.

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## **ARTICLE III – BOARD OF DIRECTORS**

### **Section 1 – Composition**

#### **3.1.1**

The Board of Directors shall consist of the following offices:

- President

- Vice President
- Secretary
- Outreach Coordinator
- One (1) Member-At-Large

Collectively, these officers and directors constitute the Board of Directors.

## **Section 2 – Duties of the Board**

**3.2.1** The Board of Directors is responsible for formulating Association policy, establishing strategic direction, and approving plans and activities consistent with the goals and mission of the Association.

## **Section 3 – Vacancies**

**3.3.1** If a Board seat becomes vacant, the President may appoint an interim successor, subject to Board approval, to serve until a successor is elected or appointed to complete the unexpired term.

**3.3.2** If an officer position becomes vacant, the President may appoint an interim successor from among the Board members.

**3.3.3** If the office of President becomes vacant, the Vice President shall assume the duties of President until a successor is appointed or elected.

## **Section 4 – Removal**

**3.4.1** Any Board Member who fails to fulfill responsibilities or whose conduct is detrimental to the Association may be removed by a two-thirds (2/3) vote of the Board.

**3.4.2** A Board Member subject to removal shall not vote on the removal action.

## **Section 5 – Meetings**

**3.5.1** The Board shall meet as necessary, in person or electronically.

**3.5.2** Additional meetings may be held at the discretion of the President.

**3.5.3** Reasonable notice shall be provided for special or emergency meetings.

**3.5.4** Members in good standing may attend regular Board meetings and address the Board at the President's discretion.

**3.5.5** A quorum consists of most of the Board. A majority vote of the quorum shall pass a motion unless otherwise specified.

**3.5.6** Meetings shall be governed by *Robert's Rules of Order, Revised*.

### **Section 6 – Duties of the President**

**3.6.1** The President shall act as Chair of the Board of Directors and preside over all meetings of the Association.

**3.6.2** The President shall be responsible for the operation of all standing and ad-hoc committees and shall appoint committee members and chairpersons as necessary.

**3.6.3** The President shall recognize and present communications from members in good standing requesting consideration of Association business.

**3.6.4** The President's vote shall be reserved for the purpose of breaking a tie or establishing a quorum.

### **Section 7 – Duties of the Vice President**

**3.7.1** The Vice President shall preside as President pro tempore and perform all duties and assume all responsibilities of the President during the President's absence or incapacity.

### **Section 8 – Duties of the Secretary**

**3.8.1** The Secretary shall be responsible for recording and distributing minutes of all official meetings of the Board of Directors.

**3.8.2** The Secretary shall oversee the maintenance of Association records, including membership records, or coordinate such duties with the designated management agent.

### **Section 9 – Duties of the Outreach Coordinator**

**3.9.1** The Outreach Coordinator shall support communication, engagement, and outreach efforts of the Association, including coordination with members, partner organizations, and stakeholders, as directed by the Board.

### **Section 10 – Duties of Member-At-Large**

**3.10.1** Board Members not holding an officer position shall be considered Members-At-Large and, together with the officers, shall comprise the Board of Directors.

### **Section 11 – Contracted Duties**

**3.11** Subject to the policies, rules, and direction of the Board of Directors, the President may recommend contracting with a professional management entity or individuals, including the designated management agent, to:

- 3.11.1 Provide administrative support, maintain records and files, and manage Association correspondence.
- 3.11.2 Assist with training coordination, membership support, and outreach efforts.
- 3.11.3 Support the preparation and distribution of educational materials and other Association communications.
- 3.11.4 Perform other duties as authorized by the Board of Directors or delegated by the President.

## **Section 12 – Nominations and Elections**

- 3.12.1 Board Officers and Directors may succeed themselves and shall not be subject to term limits unless otherwise determined by Board policy.
  - 3.12.2 Nominations for vacant Board positions may be made by a sitting Board member or by a member in good standing, subject to procedures established by the Board.
  - 3.12.3 The Board of Directors shall establish election procedures consistent with these bylaws and the operational needs of the Association.
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## **ARTICLE IV – EMBLEM AND COMMUNICATIONS**

### **Section 1 – Official Emblem**

- 4.1.1 The official emblem or logo of VAPEP shall not be used without express approval of the Board of Directors or its designee.
- 4.1.2 The emblem shall not be used for commercial, political, or personal purposes without prior written authorization.

### **Section 2 – Official Communications**

- 4.2.1 Official communications may be distributed electronically, in writing, via the website, or through Board-approved platforms.
  - 4.2.2 Such communications shall be deemed official notice to the membership.
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## **ARTICLE V – INDEMNIFICATION**

**5.1.1** To the extent permitted by applicable law, the Association shall indemnify any officer, director, employee, or agent acting in good faith and in the best interests of the Association. Indemnification shall be authorized by the Board. No Director may vote on indemnification relating to their own matter unless most of the Board is similarly affected.

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## **ARTICLE VI – ARBITRATION**

**6.1.1** Any dispute arising from Association actions shall be resolved in accordance with the Commercial Arbitration Rules of the American Arbitration Association.

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## **ARTICLE VII – DISSOLUTION**

### **Section 1 – Dissolution**

**7.1.1** Dissolution shall occur only by unanimous approval of the Board of Directors.

### **Section 2 – Asset Disposition**

**7.2.1** Upon dissolution, assets shall be disposed of in accordance with governing documents and applicable law. No assets will benefit individual members.

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