

VIRGINIA ASSOCIATION OF CAMPUS LAW ENFORCEMENT ADMINISTRATORS

ARTICLE I - NAME

Section 1. This organization shall be known as the Virginia Association of Campus Law Enforcement Administrators. The use of the word “association” throughout this policy shall refer to “Virginia Association of Campus Law Enforcement Administrators.”

Section 2. The purpose of this organization is to promote professionalism in the field of security and law enforcement among the universities and colleges of Virginia, thereby establishing a climate conducive to the achievement of academic excellence for those that we serve.

Section 3. Objectives:

To promote members to excel in the field of public safety at institutions of higher education in the Commonwealth.

To encourage and support legislation aimed at promoting professionalism in campus law enforcement *and* security agencies.

To coordinate, integrate and cooperate with other segments of the criminal justice system and academic community.

To identify, develop, and communicate a common body of knowledge indigenous to campus security and policing in order to maintain continuity of professional standards.

ARTICLE II - MEMBERSHIP

Section 1. Active memberships include those persons who are actively engaged as appointive heads of certified law enforcement agencies or security departments, which operate at an institution of higher education in the Commonwealth of Virginia. Active memberships include executive officers as designated by the heads of such agencies. Each active member is eligible to vote and shall be counted at any time in determining a quorum or majority for any purpose.

Section 2. Associate memberships include those persons involved in law enforcement or public safety occupations, or individuals sincerely interested in the advancement of the public safety profession at institutions of higher education, but who are not eligible for active membership. Associate members, who are employed through a public safety agency, are permitted to attend the winter and summer meetings as Delegates and participate in discussions, but shall have no vote, shall not be eligible to hold office in the association, and shall not be counted at any time in determining a quorum or majority for any purpose.

Section 3. A member retains good standing in the association by complying with the policies of the association and by paying all dues and fees owed to the association.

Suspension of the right to vote shall be automatic during any period of dues delinquency.

Section 4. A member may be suspended *or* expelled for cause by action of a two-thirds vote of the Executive Board. Contemplated action of the Board shall be furnished by written notice to the member at least ten (10) days prior to the Board action to include the grounds for *the suspension or* expulsion and the date, time, and place of the proposed action. A Member so informed may appear before the Board on that scheduled date and time. The Board will consider any reasonable request by the member for an extension of time. A member suspended *or* expelled by the Executive Board action shall have the right of appeal to the full membership at a regular Association meeting. A Member shall file their appeal in writing with the Executive Director of the Association who will schedule a hearing before the membership.

Section 5. Each application for membership shall be made in writing on an application form provided by the Association, and shall contain such information as prescribed by the Executive Board. The Executive Director or designee shall present the application to the Executive Board, which shall approve or reject the application.

ARTICLE III - DUES

Section 1. The dues of the Association shall be determined by the Executive Board and shall be paid annually.

ARTICLE IV - OFFICERS

Section 1. Officers of this Association shall consist of President, Vice President, three At-Large Board members, and the Immediate Past President.

The Executive Board shall meet quarterly or as needed to conduct the business of the Association. Board meetings may be conducted in person or via video conference or teleconference. The Executive Board shall have the authority to implement Board policies for conducting the business of the Association and to comply with all federal and state legal and organizational requirements.

Section 2. Election of Officers:

- Nominations
 - Any VACLEA member may nominate an eligible candidate January 01 thru January 31 of each year.
 - All nominations shall be sent to the Vice President, who will contact every nominee to confirm their interest in serving.

- On January 31 of each year, the Vice President shall present to the board nominations for each officer position of the board – 3 At-large positions can be compiled as one category and the Past President is pre-determined.
- The Executive Director of VACLEA will disseminate an election ballot to each active member of the association. It is the responsibility of each active member to complete his or her ballot by February 14 of each year.
- The Executive Board will review the results and ratify the ballots.
- The President will announce the new Officers of the Association in one of two ways.
 - At the winter conference
 - By the end of February of each year

Section 3. Qualifications of Candidates: Officers of this association must be employees of, and have law enforcement or security responsibilities within their member institutions. Any candidate for the position of President must have been an active member in good standing for the previous three years.

Section 4. The duties of the officers shall be as follows:

(A sub-committee may be appointed to assist with their functions)

- a. President: The President shall preside at board meetings and conferences, and be a member ex officio of all committees. He or she shall recommend appointments to the various committees, which may be necessary for the transaction of the business of the organization. The position of President shall be reserved for a Chief of Police or Director of Security.
- b. Vice President: It shall be the duty of the Vice President to perform all the duties of, or pertaining to, the office of the President, in the absence of the President, and to perform such other duties as assigned or directed by the President. The Vice President shall perform the duties of the election process as defined by this policy. The position of Vice President shall be reserved for an active member. The position of Vice President shall be reserved for a Chief of Police or Director of Security.
- c. Secretary: The Executive Director shall serve as Secretary, and shall attend all regular and special meetings and duly record the proceedings of all business transacted. The Secretary shall perform such other duties as may be assigned by the President.
- d. At-Large Positions: At-large members are expected to participate in one or more of the following activities and contribute to the overall direction of the association. Actions include but not limited to:
 - Legislative actions and responses.

- Recruitment and retention.
- Conference and training assistance.

At-Large positions shall be reserved for active members.

e. Immediate Past President: This board member shall represent membership concerns and serve the good of the organization. This position serves as an advisor to the Executive Board on all matters.

Section 5. Terms

a. The length of a term shall be one year. An officer currently holding a position may seek election for another year in the same position. The maximum continuous service in one position is two-years.

b. Any board member is eligible for nomination to a different board position at the conclusion of their current term.

c. Officers shall assume the duties of their elected position as defined in this policy.

d. If a vacancy exists during term for the position of President, the immediate Past President shall be offered the position until an election can be held, if the Immediate Past President declines, then the Vice President shall assume the duties of the President until an election can be held.

e. If any other board position is vacated prior to the conclusion of the term of office, the current board may seek an appointment to fill that position until an election can be held.

ARTICLE V - AMENDMENT

Section 1. The policy may be amended at any conference or meeting of the association by a simple majority of the members in attendance who are eligible to vote.

A copy of the proposed amendment(s) must be provided to members at least (10) days prior to a regular meeting. A majority of voting members present at a regular meeting may waive the notice requirement.

ARTICLE VI - Association Staff

Section 1. The Staff of the association shall consist of an Executive Director and other personnel as determined by the Executive Director.

Section 2. The Executive Board shall appoint the Executive Director of the Association. The Executive Director and staff may be compensated as determined by the Executive Board.

Section 3. The Executive Director shall collect all dues and make an accounting of all funds at the regular Annual Meeting. He or she shall have the authority to disburse funds for the approved operation of the Association. He or she shall place all unexpended money in a fund to the credit of the Association.

Section 4. It shall be the duty and responsibility of the Executive Director as the designated Secretary of the Association to keep a correct record of all proceedings of the Association and file all related documents and minutes. He or she shall preserve all books, papers, and other property belonging to the Association. He or she shall make a complete report of the conditions of the Association as directed by the Board. He or she shall, at the expiration of his term of office, account for and deliver to his successor in office all monies and property of the Association. The Executive Director shall perform all other duties as voted by the Association or as required by the President or Executive Board.

Section 5. It shall be the duty and responsibility of the Executive Director to hire or retain such staff as needed to carry out the activities of the Association. The Executive Director is responsible for seeking and qualifying applicants, and for hiring or retaining, firing, disciplining and supervising Association staff. Association staff shall report directly to the Executive Director of the Association.