

***Bylaws of the Minnesota Chapter of the  
International Association of Campus Law  
Enforcement Administrators  
(iaclea)***

Adopted: December 5, 1996  
Revised: December 17, 1997  
Revised: June 7, 2001  
Revised June 8, 2007  
Revised October 6, 2009  
**Revised October 4, 2011**

**ARTICLE I**

**Name**

The name of this organization shall be the “Minnesota Chapter of IACLEA” here after referred to as the “Chapter”.

**ARTICLE II**

**Purpose**

The Chapter shall develop, promote, and support a common interest in professional campus law enforcement and/or security services. The Chapter shall strive to maintain, upgrade and improve the quality of those services and the people who provide those services. In doing so, Chapter members will enhance the safety, security and integrity of the higher education community for which they serve.

**ARTICLE III**

**Membership**

1. Professional Membership: Employees, who are responsible for life and property safety policies at institutions of higher education, which offer a program leading to a degree or diploma, shall be eligible for professional membership. The professional representative must be an employee of the institution and not compensated by any contract security service or private company. The professional member has voting privileges.
2. Affiliate Membership: Any person or organization not directly employed by an

educational institution but having interest in Security/Safety functions shall be eligible for affiliate memberships. Affiliate members may be included by invitation to attend meetings each year. In addition, the affiliate member may receive a Chapter membership listing. Affiliate members have no voting rights, cannot hold elected positions or serve on a standing committee in the Chapter. The dues shall be set by the Executive Board.

**ARTICLE IV**

**Election to Membership**

All applicants for membership shall complete and sign the application provided by the Chapter and submit the application to the Treasurer. After Executive Board approval, the Chapter President will send a letter to the applicant welcoming the new member to the Chapter.

**ARTICLE V**

**Termination of Membership**

1. Any member may resign from the Chapter by submitting a written resignation to the Executive Board. Such resignations shall be effective as of the date received by the Chapter, unless said resignation specifies another date.
2. Members may be removed from membership for cause by simple majority vote of the Executive Board. Removal for cause shall be defined as any inappropriate action on the part of the member, which disgraces the Chapter, results in a conviction of any offense more serious than a misdemeanor, or results in the member’s termination of employment.
3. Any member may be removed from their membership status by the Executive Board for failure to submit their annual dues in a timely manner.

**ARTICLE VI**

**Executive Board**

The officers who comprise the Executive Board shall be a President, a Vice President, a Second Vice President, a Secretary, a Treasurer, and immediate Past President. The terms of the officers of the Chapter shall be for two years. All officers shall take office at the conclusion of the Annual Meeting.

The Second Vice President, Secretary, and Treasurer shall be elected by majority vote at the Annual Meeting of the Chapter.

1. The President
  - A. Election: The Vice President shall automatically become the President following two years of service as Vice President or when the office of the President is vacated.
  - B. Power and Duties: The President shall be the Chief Executive Officer of the Chapter and shall conduct the business of the Chapter in a manner which serves the best interest of the membership.
2. The Vice President
  - A. Election: The Second Vice President shall automatically become the Vice President following two years of service as Second Vice President or when the office of the Vice President is vacated..
  - B. Power and Duties: The Vice President will serve to assist the President in carrying out the business of the Chapter. It will be the duty of the Vice President to assure the continuity of the Chapter’s business.
3. The Second Vice President
  - A. Election: The Second Vice President shall be elected at the Annual Meeting by the membership.
  - B. Power and Duties: The Vice President shall be responsible for assisting the Chairperson

in each of the five Standing Committees and the President and Vice President when called upon.

4. Treasurer

- A. Election The Treasurer shall be elected at the Annual Meeting of the Chapter for a term of two years.
- B. Power and Duties The Treasurer shall:
  - 1. Be the Financial Officer for the Chapter concerning any monetary transactions.
  - 2. Promptly notify all members of the dates on which Chapter dues and assessments, if any, become due and payable and the amounts thereof, and to collect the same for transmittal to the Chapter Treasury.
  - 3. Receive and deposit in an account in the name of the Chapter, in a sound and well-established banking institution, all monies, securities, funds and monetary credits of or on behalf of the Chapter.
  - 4. Except as otherwise provided in the Bylaws, to take, receive, hold and keep, as custodian of and on behalf of the Chapter, all property and other physical assets may come into the ownership, possession, or control of the Chapter.
  - 5. Keep regular account of all receipts and disbursement in suitable books provided for that purpose, which records shall be available at all reasonable times for inspection by all officers and Professional members in good standing and by authorized representatives of the Executive Board, the Chapter Treasurer and/or the MidAmerica Regional Director.
  - 6. Present at each regular meeting of the Chapter the status of the Chapter's bank accounts and include a current official bank statement.

- 7. Prepare and submit in writing an annual financial report at the Chapter's annual business meeting.
- 8. Adhere to any and all Internal Revenue Service filing requirements as set forth.
- 9. Be bonded when financial assets exceed \$5,000.

5. Secretary

- A. Election: The Secretary shall be elected at the Annual Meeting of the Chapter for a term of two years.
- B. Power and Duties The Secretary shall:
  - 1. Be the custodian of and on behalf of the Chapter, all books, correspondence, and copies thereof, and any and all records which he/she is required to keep or which shall come into his/her possession during the term, shall turn over to the successor all such records which shall come into their possession.
  - 2. Take minutes of the proceedings of all Chapter meetings. Minutes should reflect accurately and concisely the decision and recommendations of the Chapter on each question considered. The minutes shall also record the names of those members and guests of the Chapter present or the total number of member and guests present. Proposed minutes of Chapter meetings shall be prepared by the secretary or acting secretary of the Chapter and forwarded to the President for approval.

6. Immediate Past President

The immediate past president will serve as a mentor to the president and board and ensure continuity of fulfilling strategic goals. Additionally this individual will serve as the chair of the nominating committee, thus overseeing elections.

7. Standing Committee Chairpersons

- A. Appointment: The Chairperson of each of the five Standing Committees shall be appointed by the Vice President annually. The President with Executive Board approval shall appoint all committee chairs
- B. Power and Duties: Each Chairperson shall carry out the charge of their respective committee.

## ARTICLE VII

### Ballot Elections

Any professional member, in good standing, interested in serving as Second Vice President, Treasurer, or Secretary must submit their name to the Nominating Committee prior to the Annual Meeting to be entered on the ballot. A ballot will be created by the Nominating Committee and presented to the membership in attendance at the Annual Meeting. The aforementioned officers will be elected by a simple majority of the voting membership in attendance. Only professional members shall have voting rights.

## ARTICLE VIII

### Vacancies of Office

- 1. The President may appoint vacancies in any elected or appointed office for the balance of the term.
- 2. The Executive Board, by two-thirds vote of its members, may remove any officer from office for just cause.

## ARTICLE IX

### Chapter Meetings

A minimum of 3 Chapter meetings annually will be held beginning with the Annual Meeting in October. At the Annual Meeting, host sites will be solicited for the upcoming year.

## ARTICLE X

### Standing Committees

1. The Vice President with Executive Board approval shall appoint all committee chairs prior to the Annual Meeting.
2. The following committees shall be considered Standing Committees with a Chairperson and at least two committee members.
  - A. Membership Committee: The charge of this committee shall be to recruit qualified members, maintain membership records, and produce a current membership directory for distribution.
  - B. Legislative Committee: The charge of this committee shall be to review the current bylaws of the Chapter and to forward proposed amendments at the Annual Meeting. This committee shall also monitor legislation, which may impact the Chapter and represent the Chapter prior to legislative action when required.
  - C. Development Committee: The charge of this committee shall be to coordinate, arrange, and oversee in-service training sessions for the membership at large and to facilitate professional development planning.
  - D. Nominating Committee: This committee of the Chapter shall be comprised of at least 3 members, and chaired by the immediate past president. They will poll and encourage Chapter members in good standing, to determine those willing to serve as candidates for election to the offices.
  - E. Affiliate Membership Committee: The charge of this committee is to recruit qualified members, maintain affiliate membership records, provide a redacted membership directory for distribution, and serve as a primary point of contact for affiliate members.
  - F. Ad Hoc Committees: May be appointed by the President, with Executive Board

approval, as deemed necessary to achieve the goals of the Chapter.

### Finances

1. Disbursement of Chapter Funds
  - A. Funds of the Chapter shall be utilized for regular Chapter activities and to encourage membership growth, including the following:
    1. Normal expenses
    2. Mailing of meeting announcements to members
    3. Publication of newsletter
    4. Chapter and regional seminars, and other educational endeavors at the local, regional, or international level of IACLEA
  - B. All monies, securities and funds of the Chapter shall be received by the Chapter Treasurer and deposited in an account in the name of the Chapter in a sound banking institution. Regular accounts of all receipts and disbursements shall be maintained by the Chapter Treasurer and shall be available at all reasonable times for inspection by officers and Professional members in good standing, by authorized representatives of the IACLEA Executive Committee, and the MidAmerica Regional Director.
  - C. Receipts shall be maintained by the Chapter Treasurer concerning all disbursements. The Treasurer shall report at each Chapter meeting expenditures and receipts since the last regular meeting and the balance then to the credit of the Chapter to be reflected in the Chapter's financial records.
  - D. This Chapter of IACLEA is a tax-exempt organization. To maintain the Chapters tax-exempt status, it will not distribute its assets or surplus to members.
  - E. The Chapter will not make monetary contributions to any political party, nor shall the Chapter publicly endorse any candidate

for political office, at any level – local, state or national.

- F. Dues shall be determined by the Executive Board and presented at the annual business meeting. Any increase above 10% per year must be approved by a majority of the voting membership in attendance at the annual business meeting. Dues are payable on a Chapter fiscal year basis (July 1 to June 30). Membership due notices should be sent out in June.

## ARTICLE XII

### Chapter Obligation to International Chapter of Campus Law Enforcement Administrators

1. The Chapter shall at all times be subject to the rules and regulations now established or as prescribed from time to time by the Executive Board for the conduct of IACLEA as a whole.
2. The Executive Board may cancel, suspend, or revoke the charter of the Chapter for violation of "Obligation to the Chapter" provisions or violation of the Bylaws of the International Chapter of Campus Law Enforcement Administrators. Such action of the Executive Board shall be final and conclusive. Upon cancellation, suspension, or revocation of the Charter of any Chapter, the Chapters' Executive Board shall have the right and power, through its designated agents, to take possession, custody and control of all the records, property and assets of said Chapter.
3. No representation, utterance, or commitment shall be made in the name of IACLEA nor shall any representation, utterance or commitment obligate or purport to obligate the Chapter unless such representation, utterance or commitment shall first have been approved by the IACLEA Executive Board, or the President.

### **ARTICLE XIII**

#### **Amendment to the Bylaws**

1. May be changed by a simple majority vote of the professional members in attendance at the Annual Meeting.
2. Emergency action may be taken at any time by 2/3 majority vote of Executive Board and will be reviewed and ratified by a majority of the professional members in attendance at the next scheduled meeting.