

***Bylaws of the Minnesota Chapter of the
International Association of Campus Law
Enforcement Administrators
MN-iaclea***

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ARTICLE I

Name

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

ARTICLE II

Purposes

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 in a leadership position and 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. Each institution may have as many professional members that qualify per the above definition but

will only have one vote regardless of the number of professional members:

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.
3. **Honorary Membership:** Professional members at the time of retirement shall be eligible for honorary membership. Honorary Membership is based on continued substantiated professional service to the Chapter for a period of not less than 10 years and the services rendered to the Chapter must have been of a nature that furthered the cause of professionalism for campus law enforcement. Honorary Members may attend meetings and work on committees but shall not be eligible to vote in the Chapter.

ARTICLE IV

Election to Membership

All applicants for membership shall complete and sign the application provided by the Chapter and submit the application and membership dues 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 within 90 days of being invoiced.

ARTICLE VI

Executive Board

The Executive Board of the Chapter shall consist of the following officers: President, Vice President, Second Vice President, Secretary, Treasurer, and immediate Past President. All newly elected officers shall take office at the conclusion of the Annual Meeting.

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 by majority vote at the Annual Meeting of the Chapter during odd numbered years and serve a two-year term.
 - 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 by majority vote at the Annual Meeting of the Chapter during even numbered years and serve a two-year term.
 - 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. Records shall be available at all reasonable times for

inspection by all officers and Professional-members by the Mid-America 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. The board should annually review and approve a detailed written budget of revenues and expenditures and gain a sufficient understanding of the assumptions behind the budget's development when doing so.
5. Secretary
 - A. Election: The Secretary shall be elected by majority vote at the Annual Meeting of the Chapter during even numbered years-and serve a two year term.
 - 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. Minutes of all Chapter meetings shall be prepared by the secretary or acting secretary of the Chapter and forwarded to the President for approval before distribution.

6. Immediate Past President
The President will automatically become the Immediate Past President following two years of service as President. The Immediate Past President will serve as a mentor to the president and board and ensure continuity of Chapter operations including strategic goals. Additionally this individual will serve as the chair of the Nominating Committee, and oversee all Chapter elections.

ARTICLE VII

Ballot Elections

Any professional member, interested in serving as Second Vice President, Treasurer, or Secretary must submit their name to the Nominating Committee prior to the Annual Meeting. At the Annual Meeting the floor will also be opened for identification of additional nominees. A written 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. Each institutional shall have one vote.

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 4 Chapter meetings will be held annually beginning with the Annual Meeting in October.

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 to Professional members.
 - B. Legislative Committee: The charge of this committee shall be to review the current bylaws of the Chapter and to forward proposed amendments to the membership prior to the Annual Meeting. This committee shall also monitor State and Federal legislation, which may impact the Chapter and represent the Chapter prior to legislative action when required.
 - C. Professional 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, chaired by the Immediate Past President, is charged with soliciting professional members who are willing and able to serve as candidates for the positions of Second Vice President, Treasurer and Secretary of the Chapter.
 - 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 (Task Forces): May be appointed by the President, with Executive Board approval, as deemed necessary to achieve the goals of the Chapter.

ARTICLE XI

Finances

1. Disbursement of Chapter Funds - 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
2. 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, and the MidAmerica Regional Director.
3. 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.
4. 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.
5. 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.

Chapter Dues

1. Annual membership dues are as follows:

Professional Member	\$200.00
(per institution)	
Affiliate Member	\$200.00
2. 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 IACLEA Executive Board.
2. The Executive Board may cancel, suspend, or revoke the charter of the Chapter for violations 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

Amendments to the Bylaws

1. Amendments to the Chapter Bylaws may be proposed by any professional member. Amendments must be forwarded to the Legislative Committee prior to the Annual Meeting for distribution.
2. Bylaws may be changed by a simple majority vote of the professional members in attendance at the Annual Meeting. Each institution shall have one vote.
3. 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. Each institution shall have one vote.

ARTICLE XIV

Records Retention
1. Retention Schedule

File Category	Item	Retention Period	Officer Responsible
Corporate Records	<i>Bylaws and Articles of Incorporation</i>	Permanent	Secretary
	<i>Resolutions</i>	Permanent	Secretary
	<i>Board and committee meeting agendas and minutes</i>	Permanent	Secretary
Finance and Administration	<i>Financial statements (audited)</i>	Permanent	Treasurer
	<i>Auditor management letters</i>	7 years	Treasurer
	<i>Check register and checks</i>	7 years	Treasurer
	<i>Bank deposits and statements</i>	7 years	Treasurer
	<i>General ledgers and journals (includes bank reconciliations)</i>	7 years	Treasurer
	<i>Contracts and agreements</i>	7 years after all obligations end	Treasurer
	<i>Correspondence — general</i>	3 years	Treasurer
Insurance Records	<i>Policies — occurrence type</i>	Permanent	Treasurer
	<i>Policies — claims-made type</i>	Permanent	Treasurer
	<i>Accident reports</i>	7 years	Treasurer
	<i>Safety (OSHA) reports</i>	7 years	Treasurer
	<i>Claims (after settlement)</i>	7 years	Treasurer
Tax	<i>IRS exemption determination and related correspondence</i>	Permanent	Treasurer
	<i>IRS Form 990s</i>	Permanent	Treasurer
Technology	<i>Software licenses and support agreements</i>	7 years after all obligations end	Treasurer

2. Document Destruction.

The Executive Board is responsible for the ongoing process of identifying its records, which have met the required retention period, and overseeing their destruction. Destruction of financial documents will be accomplished by shredding. The Executive Board will review its documents on file once per year, in the first quarter of the year, and will destroy records and documents that have surpassed their retention period. Document destruction will be suspended immediately, upon any indication of an official government investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the official government investigation or the resolution of the imminent or filed lawsuit.