

INDIANA CHAPTER  
NATIONAL ASSOCIATION OF FIELD TRAINING OFFICERS  
BY-LAWS

**ARTICLE 1: PURPOSE**

SECTION 1: GENERAL

- I. The purposes for which this Association has been organized are as follows:
- A. Promote and foster cooperation between field training officers, administrators, their agencies, private industry, and the public.
  - B. Provide a forum for the exchange of ideas and the new techniques used by officers, administrators, and educators.
  - C. Conduct training seminars, conferences, and research of educational methods used for improving law enforcement related training.
  - D. Educate the membership and the public regarding issues relative to apprentice training in Law Enforcement, Corrections and/or communication employees.
  - E. Enable the membership to keep informed of current legislative changes and judicial decisions.
  - F. Take notice of new trends in apprenticeship and promotional training.
  - G. Benefit the public interest in the area of law enforcement, corrections, and/or communication training.
  - H. Provide public safety educational information suitable for distribution to law enforcement and the public.
  - L. Perpetuate the training of field training officers, participating agencies, training organizations, and/or their related programs.
  - J. Act as a "clearing house" for forms, manuals, training materials, etc. of interest to the membership.

**ARTICLE II: ORGANIZATION**

## SECTION 1: NAME

I. The name of this non-profit organization is the Indiana Chapter of the National Association of Field Training Officers (hereinafter referred to as the "Association.")

## SECTION 2: STRUCTURE

I. A Director and necessary staff shall operate the Association. The Director shall be empowered to make all necessary business decisions, and take all necessary business actions. The Director shall report directly to the State Board of Directors, and indirectly to all State and Regional membership.

## SECTION 3: ADDRESS

I. The Director shall designate the mailing address for the Association.

## SECTION 4: INSIGNIA/LOGO

I. The Association shall have an official insignia/logo in the form as follows: A double outline of a triangle; the inner triangle will contain the letters FTO in a horizontal direction with the words National Association underneath. The space between the triangles contains "Law Enforcement," "Corrections," and "Communications." The emblem will be embossed over the outline of the state of Indiana.

## **ARTICLE III: BOARD OF DIRECTORS**

## SECTION 1: OFFICERS

### I. The Board of Directors is:

- A. Director
- B Vice-Director
- C. Treasurer
- D. Secretary
- E. North Trustee
- F. Central Trustee
- G. Southern Trustee
- H. Past Director

### II. The three trustee positions shall be chosen from regions of the state specifically selected by these boundaries:

- A. The North Trustee will be a member in good standing who resides north of State road 26. The north region includes any city that falls on State Road 26.
- B. The Central Trustee will be a member in good standing that resides south of State Road 26, and north of an east-west line drawn on a map through Shelburn, Bloomington, Burnsville, and Westport. The central region includes any city that falls on this line.
- C. The southern region shall be a member who resides south of an east-west line drawn on a map through Shelburn, Bloomington, Burnsville, and Westport and north of the Ohio River.

## SECTION 2: QUALIFICATIONS

- I. To hold a State or Regional office, the candidate must be:
  - A. An active member of the Association in good standing.
  - B. Employed by a criminal justice organization or actively engaged in criminal justice training.
  - C. In good standing with their particular organization/agency.

## SECTION 3: ELECTIONS AND TERMS OF OFFICE

- I. Nominations
  - A. Any eligible state member may be nominated by themselves or others to any board position.
  - B. A formal nomination letter must be received by the Director not later than 60 days prior to the spring meeting.
    - 1. The nomination letter must include the following information:
      - a. Name, address, telephone number, and agency/organization of the candidate.
      - b. A brief resume of the candidate.
      - c. Other pertinent information about the candidate.
  - C. It is the responsibility of the Director to verify the information concerning the candidate to determine eligibility.

1. If the candidate is deemed ineligible, the Director will notify the candidate in writing as to the reasons for the decision.

D. Nominations may not be carried over from one election to another.

## II. Campaigning

A. Candidates may choose to address their campaign to the membership using any reasonable lawful method.

B. All campaign expenses will be the sole responsibility of the candidate.

C. Indiana NAFTO will provide an opportunity for all candidates to address the membership on the web page on November 1, prior to the election.

1. The address will be submitted to the Director by the third Friday in October. The address will not exceed 500 words. No pictures or graphics will be permitted.

## III. Election

A. It is the Director's responsibility to govern the election.

B. The election will be held at the spring meeting. Ballots containing all candidates will be distributed at the meeting.

C. Any ballot with more than one vote for each position will be considered void.

D. The candidate who has received a simple majority of the votes from the membership is deemed to have won the election.

E. The votes will be counted by the Executive Committee.

F. At the conclusion of the spring meeting, the ballots may be destroyed.

G. Officers at the National, State or Regional level may hold more than one office during a term.

H. The length of term for all positions is two years.

## SECTION 4: POWERS AND DUTIES OF THE OFFICES

### I. The State/Regional Director shall:

A. Preside at all of the meetings of the state/regional chapter.

B. Appoint the committee chairs and other personnel to committees as may be deemed necessary for conducting business.

C. Plan the affairs of the state/regional chapter with such assistance from the other elected officers, appointed committees, and other members as they may require and directed in the bylaws.

D. Notify the Association Executive Director one month in advance of each state and regional chapter meeting as to the time, place, and tentative agenda for such meeting.

E. Keep the Executive Director informed of state/regional plans by providing them with copies of pertinent correspondence and memoranda reflecting state/regional business and activities.

F. Perform such other duties as usual to the office of Director of the organization and as provided elsewhere in the bylaws.

G. Represent the state/regional chapter concerning matters before the Executive Committee, or membership meetings.

### II. Vice Director

A. The Vice Director will assume the duties of Director in his absence.

- B. Responsible to chair any minor committees designated by the Director.
- C. Responsible for any other task the Director delegates.
- D. Promote new membership

### III. Treasurer

- A. The Treasurer is responsible to collect membership dues and monies collected from other sources.
- B. The issuance of membership certificates.
- C. Proper maintenance of membership records.
- D. Set up and maintain a checking account, which may authorize a member of the Executive Committee to act as signatories in addition to the Director.
- E. Have official custody of and accept accounting responsibilities for (as directed by the State Director) the receipt and disbursement of all funds available to the State Association.
- F. Establish and maintain a checking account in a bank within the state. The account shall bear the name of the State chapter first with "NAFTO" following, i.e. "Indiana-NAFTO."
  - 1. The account should be arranged so that the State Director (or another) is authorized to sign checks in the absence of the Regional Secretary/Treasurer.
- G. Maintain accurate accounting records and receipts for all transactions and:
  - 1. Issue a report of finances at each annual state meeting.
  - 2. Submit an annual statement of state chapter finances to the State Director and the Executive Director, due on the last working day of the first quarter of each year
    - a. The annual state fiscal report shall be in accordance to the policies set forth by the Association.
  - 3. Issue a report of finances upon being relieved of office, or when directed to do so by the Regional Chairperson.
  - 4. All state funds and records are to be turned over to the Secretary/Treasurer's elected successor within 30 days time of the election.
- H. The newly elected State Secretary/Treasurer shall notify the State Director, the Executive Director and the Executive Magazine Editor of the names of the newly elected officers of the region after said election, and as soon as reasonably possible.
- I. Perform such other duties pertaining to the office as may be directed by the State Director or as may be provided elsewhere in the bylaws.
- J. Promote new membership

### IV. Secretary

- A. To prepare minutes of all meetings and distribute to the Executive Committee.
- B. Serve as secretary (corresponding and recording) at each meeting called by the State Director.
- C. Maintain a file of the minutes and all other correspondence.
- D. Maintain regional membership records and a membership roster.
- E. Maintain records and files of web page and any publications of Indiana NAFTO.
- F. Promote new membership.
- G. Assist the respective Chairpersons in duties as required.

V. Trustee

- A. To be a representative of the region of the State.
- B. Promote new membership.

SECTION 5: PROXIES

I. The State Director is permitted to exercise the right to vote or to exercise any other right pertaining to his/her office through a written proxy.

SECTION 6: QUORUM

I. A simple majority of the Board of Directors present at an annual or special meeting shall constitute a quorum for the transaction of any business.

**ARTICLE IV: EXECUTIVE COMMITTEE**

SECTION 1: GENERAL

I. The Executive Committee acts as the administrative body for the Association. It is composed of elected and appointed officers, as follows:

- A. Director
- B. Vice Director
- C. Secretary
- D. Treasurer

II. Any action or resolution which might be taken or adopted at any meeting of the Executive Committee shall be deemed taken or adopted if notice of such action or resolution is duly served upon all persons entitled to vote thereon, and if such action or resolution is approved by a majority of such persons present at the time of the vote.

- A. A majority vote of the Executive Committee shall carry any motion.

## SECTION 2: QUORUM

I. A simple majority of Executive Committee members shall constitute a quorum. A quorum shall include the Director or, in his/her absence, the Vice Director.

- A. A quorum may be established through a remote communication meeting, (i.e., conducted by telephone), providing all members agree to this style of meeting.

## SECTION 3 PROXIES

I. A member of the Executive Committee shall not be permitted to exercise the right to vote or to exercise any other right pertaining to his/her office through a proxy or alternate.

## SECTION 4: POWERS AND DUTIES

I. Approve, in advance, all expenditures, or encumbrances of the Association funds disbursed for the benefit of its members.

II. Fix the amount of membership dues.

III. Determine the time and place of meetings of the Association and such other meetings as may be required by the Association.

IV. Authorize the creation of standing and special committees.

V. Provide for the maintenance of a complete record of the meetings of the Executive Board and of the Association as follows:

- A. For the maintenance of membership records.
- B. For the purpose of quarterly and annual financial reports.
- C. For the preparation of annual activity reports of the Association.

## **ARTICLE V: MEMBERSHIP**

### SECTION 1: GENERAL

I. The qualifications of the respective classes of members of the Association shall be hereinafter set forth:

A.No person may be a member and no member may retain his/her membership who has for any reason other than honorable retirement changed his/her qualifying status voluntarily or involuntarily, except:

1. Any member in good standing who terminates or severs his/her position in an eligible classification for membership in any manner other than by honorable retirement, may continue as a member of this Association only by written approval of the Executive Board and upon the payment of annual dues. Otherwise, the membership of such person shall terminate forthwith at the time when such termination of eligibility shall occur.

## **SECTION 2: ACTIVE MEMBERS**

- I. Any peace officer as defined by State or Federal laws.
- II. Any member of a Law Enforcement, Corrections, Emergency Communications organization who is responsible for selection, hiring, and on the job training of his/her agency personnel, or a supervisor or manager thereof.
- III. All others who meet the qualification requirements due to their training and experience or by other professional attainment in the law enforcement field.
- IV. Associate members shall have all the privileges of active members, except those of holding elected office and voting.

## **SECTION 3: LIFETIME MEMBERS**

- I. The following persons shall enjoy lifetime membership upon nomination to and approval by the Executive Committee:
  - A. Persons retiring from the office of President.
  - B. Any member in good standing with the Association for a period of ten consecutive years.
  - C. Any other active member who has served the Association with honor and distinction may be elected a life member upon the recommendation of the Executive Committee at the annual meeting of the Association by three-fourths vote of the members present.
  - D. A life member shall have all the rights and privileges of an active member and shall be exempt from the payment of dues.
  - E. Unless otherwise indicated, the term "active member," as used in these bylaws, includes life members.
  - F. The Director will provide a list of possible candidates for Lifetime Membership to the Executive Committee at the annual meeting.

## **SECTION 4: HONORARY LIFE MEMBERS**

- I. The Executive Committee, by two-thirds vote of the members present at a regular meeting, may bestow Honorary Life Membership on any person who by his/her efforts has assisted the Association in carrying out the purposes of the Association as listed in Article I of these bylaws.

A.Nominations for honorary life membership shall be submitted to the Executive Committee in a form prescribed by the Committee.

B.Honorary life members shall have all the privileges of active membership except those of holding office and voting.

C.Honorary members shall be exempt from the payment of dues.

## **SECTION 5: RETIRED MEMBERS**

I. Any person who is a member in good standing at the time of honorable retirement from the law enforcement or related service, due to disability or having reached retirement age, may continue as a member of the Association by the payment of annual dues.

A.A retired member shall have all the rights and privileges of an active member.

## **SECTION 6: INITIATION AND DUES**

I. New members shall pay such initiation and annual dues as may be determined by the Director and ratified by a majority vote of the Executive Committee present at a regular meeting.

A. Members, thereafter, will pay annual dues.

B.The initiation fee and annual dues are to be collected by the Treasurer.

C.The Director may waive or adjust an individual member's dues for the benefit of the Association.

## **SECTION 7: TERMINATION OF MEMBERSHIP**

I. The Executive Committee shall, following a hearing, have the power, by vote of three-fourths of the quorum of the Board, to suspend or expel and terminate the membership of any member, for the following reasons:

A.For conduct which, in the Executive Committee's opinion, disturbs the order, dignity, or harmony or impairs the good name, popularity, or prosperity of the Association.

B.For any conduct in violation of the bylaws or of the permanent policies of the Association, which may be made from time to time.

C. The hearing policy shall be:

1.Upon the motion of any officer of the Executive Committee, the Director shall call a hearing to be conducted before the Executive Committee.

2.The Director may suspend the member pending the hearing.

3.Action shall not be taken by the Director unless all members of the Executive Committee and the affected member have been notified in writing thirty (30) days prior to the meeting, that a member of the Executive Committee proposes to move for such action, specifying the name of the member and the accusations made against said member.

4.The member shall have the right to appear in person and represented by counsel at the member's own expense.

5.The proceedings shall be a closed session, and the decision of the Executive Committee shall be in private session and shall be final and conclusive.

**ARTICLE VI: MEMBERSHIP MEETINGS**

**SECTION 1: ANNUAL MEETINGS**

I. The annual meetings of the Association shall be held alternately in areas throughout the State.

A.The Executive Committee will determine the time and specific location of the annual membership meeting.

B.Advance notice of the annual membership meeting shall be publicized in a manner, which will allow the Director to notify each member of the Association.

C.The Director shall also mail advanced notices of the annual membership meetings to the department heads of law enforcement, allied agencies, and their recognized training officers, plus associations as deemed appropriate by the Executive Committee.

D.The meeting location shall be selected to be convenient to the membership.

## **SECTION 2: SPECIAL MEETINGS**

I. Special meetings of the Association may be called by the Executive Committee.

A.No business shall be transacted at any special meeting except that stated in the notice.

B.Notice of the time and place of any special meeting and the purpose for which such meeting is to be held, shall be mailed by the Director to each member of the Association affected by the outcome of the meeting, not later than fifteen (15) days before the time of such special meeting.

## **SECTION 3: QUORUM**

I. A simple majority of the member delegates present at a business meeting shall constitute a quorum for the transaction of any business.

## **SECTION 4: VOTING**

I. Any vote may be taken verbally.

## **SECTION 5: PROCEDURE**

I. If any question of parliamentary law arises, which is not expressly or implicitly addressed by the bylaws of the Association, the presiding officer shall be governed by the provisions of "Robert's Rules of Order."

A.Any member who desires to offer a motion or resolution or to speak at any meeting of the Association, shall first rise and address the presiding officer by announcing his or her name and office or occupation.

## **ARTICLE VII: AMENDMENTS**

### **SECTION 1: AMENDMENTS**

I. The bylaws may be amended in the following, manner(s):

A.By the vote of two-thirds of the member delegates present at the annual membership meeting.