

**Airborne Law Enforcement Association, Inc.**

**POLICIES & PROCEDURES MANUAL**

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## INTRODUCTION

- **Purpose of the Manual**

This Manual has been developed as a supplement to the bylaws of the Airborne Law Enforcement Association, Inc. and is intended to serve as an educational and management tool for the officers, board members and staff of the Association. It should be considered as a fluid document, which is adaptable to the changing needs and growth of the Association.

The roles and relationships described in the Manual have been developed based upon a “Balanced Model” of association management. Its intention is to introduce checks and balances between the authority of elected volunteers and paid staff members without unnecessarily inhibiting either in the performance of their respective duties.

- **Management Approach**

In defining this balance, the Board of Directors relies upon resource documents and specialists in the field of Association management to define a management philosophy and framework to guide the activities of volunteers and staff. That framework is summarized as follows:

Governing Body

The Board of Directors is the governing body of the Association and, as such, is the final authority on all matters pertaining to the management of the Association. The Board sets policy for the Association and relies upon elected officers, staff and committees to implement or to develop plans to implement those policies. The Board is ultimately accountable to the membership of the Association.

Chief Executive Function

The Executive Committee comprising the officers of the Association, with the President as its chair, functions to make executive decisions, interpret Board policy, develop interim policies and to direct the business affairs of the Association between regular or special Board meetings to resolve issues and matters requiring immediate resolution. The Executive Committee is accountable to the Board of Directors for its actions and decisions.

Chief Executive Officer

The Executive Director functions as the Chief Executive Officer (CEO) of the Association. The CEO has the authority to manage the business affairs of the Association, to carry out established policy and to implement official directives of the Board and the Executive Committee, exercising executive prerogatives to act in the best interest of the Association.

The Executive Director/CEO always functions within a policy framework characterized by approved business plans, budgets and official acts of the Board

and the Executive Committee. The Executive Director is directly accountable to and serves at the pleasure of the Board of Directors.

Treasurer

The Treasurer functions as the Financial Officer and is responsible to oversee the fiscal affairs of the Association. The Treasurer reviews the financial transactions of the Association, and generally advises the officers, directors and membership on fiscal policy for the Association.

Support Staff

Paid staff of the Association will function in accordance with the approved job descriptions for their positions and the directives of the CEO. They are accountable to and serve at the pleasure of the Executive Director/CEO. Those persons who have entered into a personal services contract are answerable directly to the Executive Director/CEO with the exception the Association's designated Legal Counsel who shall be accountable to the Board of Directors.

Committees and Committee Chairs

Committees, both standing and ad hoc, function in accordance with their charters or charge as may be defined by the bylaws, the Board, the Executive Committee or the President. They represent the vehicle through which the principles of our profession are integrated into the activities of the Association.

Committee members function under the direction of their Chair and the Chair is accountable to the Board through the President for the accomplishment of the Committee's mission.

Only a committee comprised of Board members may exercise the power of the Board on any project assigned to their committee by the Board.

This framework is designed to establish a balance and to clearly define roles among the various members of the Airborne Law Enforcement Association team. As we work together for the common goals of our Association, learning will take place and roles may change. As they do, this Manual should be modified or amended to reflect those changes.

• **Organization of the Manual**

This Manual is organized by functional topic for convenience as a reference document. Consequently, some policies are repeated in more than one section. This repetition is intentional to ensure that the document clearly communicates official policy and roles within each functional description.

**1.0 ORGANIZATION AND MEMBERSHIP**

The purpose of this section is to delineate the types of organizational structure used within the Association for the benefit and information of the membership.

**1.1 Articles of Incorporation**

The Airborne Law Enforcement Association (ALEA) was incorporated in 1971, in the state of California as a non-profit (public benefit) member organization. (Appendix A)

**1.2 Bylaws**

The Airborne Law Enforcement Association is governed by its bylaws duly adopted and periodically amended by the Board of Directors and ratified by the membership, as required. (Appendix B)

**1.3 Tax Status of the Association**

The Association maintains a tax-exempt status with the Internal Revenue Service of the United States under Section 501(c)(3) of the U.S. Tax Code.

**1.4 Affiliation with Other Associations and Organizations**

Action by the Board of Directors is required for affiliation with other organizations and associations. Such affiliations must be consistent with the purposes of the Association as described in the Bylaws.

**1.5 Central and Regional Offices of the Association**

The Board of Directors may designate regional and/or a central office(s) for the conduct of its business.

**1.6 Membership Categories**

The official categories of membership shall be designated in the Bylaws. Current membership categories include:

- Individual Members
- Corporate Members

**LEGAL ACTIVITIES**

With complex and diverse activities on-going within the Association which include contracts, employee relations, advertising and other needs for legal assistance, it is imperative to retain and use competent legal counsel.



**2.1 Use of Legal Counsel**

To the maximum extent possible, all communication with legal counsel should be through either the President or the Executive Director/CEO. All contractual documents requiring the signature of an ALEA official shall be submitted to ALEA Legal Counsel for approval as to legal form and sufficiency.

**2.2 Methods of Retainer for Legal Counsel**

Legal counsel is selected by the Board of Directors upon the recommendation of the Executive Committee. The amount of retainer, if any, and the authorized fees shall be set and budgeted annually.

**2.3 Presence of Counsel at Board Meetings**

Unless otherwise directed by the Board of Directors, legal counsel will attend meetings of the Board and Executive Committee.

**2.4 Counsel Review of Board Minutes**

Legal counsel shall review the minutes of the Board and shall notify the Secretary in writing, that such minutes are approved as to form and substance. If such minutes reflect questionable action, the counsel shall notify the CEO immediately and recommend corrective action.

**2.5 Authority to Bind the Corporation**

The Board and Executive Director/CEO are the only representatives of the Airborne Law Enforcement Association, Inc., who have the authority to bind the corporation.

**3.0 OFFICERS, BOARD AND COMMITTEES**

The purpose of this section is to clarify the role and responsibility of elected officers, board members and appointed officers.

**3.1 Overview**

As required in the bylaws, the Board of Directors shall consist of the Immediate Past President; the President; Vice President, Secretary, Treasurer, Affiliate Council Representative, and Regional Directors.

**3.2 Number of Consecutive Terms**

Term of office for the members of the Board and for each officer shall be two years. Officers and directors may be elected to unlimited successive terms of office.

### **3.3 Frequency of Board Meetings**

There shall be two Board meetings annually. The required annual meeting of the Board will be held during the annual conference of the Association. A mid-year meeting of the Board shall be held at such time and at such place as the Board may direct. Additional meetings of the Board may be held as required to transact business of the Association.

### **3.4 Standing Committees**

Standing Committees consisting of two or more directors of the association pursuant to section 6.01 of the bylaws, consist of:

- Executive Committee
- Air Beat Committee
- Conference & Seminars Committee
- Budget Management Committee
- Awards & Scholarships Committee
- Education & Training Committee
- ALEA Manuals Committee
- Membership Committee
- Safety Committee
- Research & Surveys Committee
- Legislative Committee

The duties and responsibilities of each committee are set forth in their respective committee charters and can be found in Appendix C of this document.

### **3.5 Other Committees**

Other committees may be established by the Board of Directors and may comprise non-board members, but such committees shall not be able to exercise the power of the Board of Directors. Any proposals or projects recommended by any committee, other than standing committees, shall report their findings to the Board through the CEO for approval.

### **3.6 Role of Committee Chairs**

Committee chairs are charged with the following:

- a) Review and development of a clear understanding of the committee's mission based upon:

1. The mission as described in the committee charter
  2. Tasks assigned by the President or the Board that are consistent with the approved budget and business plan.
- b) Responsibility for the accomplishment of the mission.
- c) Coordination of committee member activity and coordination with the staff.
- d) Submission of interim and final reports of the committee to the Executive Director for distribution to the Board.

### **3.7 Regional Deputy Directors**

- a) Region Management System:

Region management will be administered by the Region Director. The Region Director shall appoint one Region Deputy Director and may appoint no more than two Region Assistant Deputy Directors to assist in the management of ALEA business within the region. In addition, Region Directors having international responsibilities may appoint one Region Assistant Deputy Director per country. Those filling these appointed positions shall serve at the discretion of the region Director.

- b) Region Deputy Directors:

Qualifications: Candidates for Region Deputy Director shall have been ALEA members in good standing for the last two years.

Duties: Region Deputy Directors will assist with ALEA matters as directed by the Region Director. These duties may include, but not be limited to, the following:

- 1) Participate in site-visits and the selection process for host hotels and off-site venues for regional safety seminars.
- 2) Assist with the planning, organization and administration of regional safety seminars and annual conferences.
- 3) Maintain contact with the region's existing units and members, ensuring a positive two-way flow of ALEA business and information.
- 4) Initiate contact with new units and assist them in their development.
- 5) Assist our members on issues including membership application, delinquency and renewals.

- 6) Assist with updating unit and member information for the membership directory.
- 7) Recruit new membership.
- 8) Petition for Air Beat magazine editorial.
- 9) Promote ALEA and its mission.

Benefits:

- 1) Paid room at the Regional Safety Seminar
- 2) Paid Registration at the Annual Conference
- 3) One paid pre-conference course at the Annual Conference

c) Region Assistant Deputy Directors

Qualifications: Candidates for Region Assistant Deputy Director will be ALEA members in good standing.

Duties: Region Assistant Deputy Directors will assist with ALEA matters as directed by the Region Director and the Region Deputy Director. These duties may include, but not be limited to the following:

- 1) Assist with the planning, organization and administration of regional safety seminars and annual conferences.
- 2) Maintain contact with the region's existing units and members, ensuring a positive two-way flow of ALEA business and information.
- 3) Initiate contact with new units and assist them in their development.
- 4) Assist our members on issues including membership application, delinquency and renewals.
- 5) Assist with updating unit and member information for the membership directory.
- 6) Recruit new membership.
- 7) Petition for Air Beat magazine editorial.
- 8) Promote ALEA and its mission.

Benefits: Paid Room at the Regional Safety Seminar

### **3.8 Communications with President and Executive Director**

Committee members should address their communications to their committee chair. Committee chairs shall communicate directly with the Executive Director/CEO for logistical support and shall make both written and oral reports at Board meetings. Under no circumstances should committee chairs pass task assignments made to them on to the Executive Director/CEO, unless requested by the CEO.

### **3.9 Election Guidelines**

The purpose of this section is to describe the procedure for the nomination and election of qualified members for officer and director positions in the Association.

- a) The Secretary shall, in addition to operating within the provisions of Section 4.04 & 4.05 of the bylaws, solicit nominations for office through Association media such as Air Beat magazine and the official ALEA website.
- b) The nominations are to be returned to the Secretary. The Secretary will verify membership status of nominees. The Secretary is responsible for notifying nominees of their nomination in writing and information requirements for publication of a candidate profile.
- c) General Guidelines
  - 1) Individuals who are not members in good standing as specified in the bylaws at the time of nomination are ineligible to hold office as an officer or director.
  - 2) Only written nominations shall be considered by the Secretary.
  - 3) The Secretary shall notify the nominees of the duties and responsibilities of Board service that, if elected, they will be expected to perform.
  - 4) Elections shall be conducted in accordance with the provisions of the bylaws.

### **3.10 Travel Policy and Related Expense Reimbursement**

The ALEA Board of Directors and Executive Director/CEO have widespread responsibilities for the direction and control of all aspects of the Association. In addition, each board member is required to represent the ALEA in a variety of business and social events. Their active participation is necessary and proper, and it is expected that reasonable costs will be incurred to carry out their responsibilities.

- a) General Policy
  - 1) ALEA covers the cost of travel and on-site expenses for employees, contractors, officers and members of the board of directors, and some others not in the direct employ of the Association, when traveling on official ALEA business, under the conditions outlined below. The Association expects that travelers exercise good judgment in making arrangements that strike a balance between the expenses incurred and the convenience of the

person traveling. The policy applies to expenses charged to all funds administered by the Association, whether these are generated by dues, fees for services and products, or grants.

- 2) All unbudgeted travel must be approved, in advance, by the CEO with written justification from the traveler for the travel requirement. Notification of approved unbudgeted travel by the Executive Committee must be provided to the Executive Director/CEO. Prior written approval shall not be applicable for scheduled annual or regional conferences or other budgeted and approved events.
- 3) Travel and per diem expenses shall be reimbursed for persons traveling on official ALEA business shall be in accordance with General Services Administration (GSA) Meals & Incidental Expenses (M&IE) schedule.

b) Transportation

- 1) Transportation authorized for ALEA business travel includes automobile, rail, airlines, buses, taxicabs, and other usual means of conveyance. All travel is to be by the most economical mode of transportation consistent with reasonable convenience.
- 2) Air travel shall be booked through the Association's designated travel agency in order to take advantage of previously arranged discounts and points earned from use of the Association's credit card. In addition, travel should be booked at least twenty-one (21) days in advance. Although the Association will make every effort to find reasonable direct routes to destinations, connections and non-nonstop flights may be used if they are not unreasonable in time loss. Airline preference will not be considered to gain frequent flyer mileage. Travelers who want to be selective in their airlines will be responsible for the cost differential. Contact the Executive Director/CEO or Operations Manager to obtain further information about the travel agency. If an ALEA traveler locates a commercial carrier for air travel at a cost less than that found by the preferred ALEA travel service or with a better flight schedule at the same cost, then the traveler may seek approval from the Executive Director to book a flight directly with a commercial carrier.
  - a. Air and rail travel is to be coach or economy class. Overnight parking is to be in an economy (non-hourly or daily) facility. When circumstances dictate, advance approval for overnight use of daily facilities may be sought from the Executive Director/CEO.

- b. Automobile travel when a traveler drives his or her own car, the allowance is at the current federal reimbursement rate per mile, plus cost of tolls and parking. The reimbursed cost for mileage cannot exceed what would have been the cost for a coach or economy class 21-day advance airfare for that trip. Proof of airfare price must be submitted with travelers' reimbursement request.
- c. The use of rental cars while traveling on Association business is not usually necessary and consequently discouraged. In an instance where a rental car is absolutely necessary and prior approval has been obtained from the Executive Director/CEO, a vehicle may be obtained at the lowest possible cost and for the shortest period of time. When you must rent a vehicle, collision and personal injury insurance will be accepted.
- d. Taxicabs may be used in cases where less expensive means of public transportation are unavailable or demonstrably less convenient. When transportation to and from airports by airport limousine or shuttle service is available, they should be used in lieu of a taxi.

c) Hotel Accommodations

When traveling to an overnight ALEA event on ALEA business, notify the Meeting Planner of the dates of your travel and your sleeping room reservations will be made by her/him. When traveling on ALEA business to an overnight event sponsored by another organization, notify the Operations Manager of the dates of your travel and your sleeping room reservations will be made by her/him. At all times, efforts should be made to secure government rates for government employees.

d) Per Diem

ALEA will not reimburse or pay for family or guest expenses, entertainment or recreational activities, alcoholic beverages, hotel rooms for added nights, laundry and valet services, flight and car insurance, or credit card fees. The Executive Director/CEO may authorize reimbursement for excluded items in unusual circumstances.

e) Incidental Expenses

The cost of incidental items will be borne by the Association where a business necessity justifies such expenditure. Incidentals include items

such as parking (receipt required), non-meal tips, and event registration fees (receipt required).

f) Tipping

Appropriate tips are an allowable expense. The following guides to generally accepted practice should be followed:

- 1) Waiters - generally 15 - 20% of meal cost.
- 2) Taxi Drivers - about 15% of taxi fares.
- 3) Bellboys - usually \$1.00 per bag.
- 4) Valet Parking - generally \$1.00.
- 5) Housekeeping – generally \$2.00/night.

g) Telecommunications

Reimbursement of these services is appropriate when necessary for the proper conduct of ALEA business, as are calls home to inform the traveler's family or workplace of changes in travel plans. Further, the Association will reimburse for one personal phone call each day. Whenever possible, advantage should be taken of the reduced rates available at certain times and conditions. Phone calls made from hotel room telephones should be avoided.

h) Entertainment

When circumstances merit, the President or Executive Director/CEO may charge appropriate expenses for professional hospitality. The names of those entertained, and the date, time, and location should be included in the travel expense report.

i) Travel Expense Report

- 1) Each traveler shall complete an ALEA Travel Expense Reimbursement Form.
  - a. Board Members & Executive Director – Completed forms are to be submitted to the Executive Director/CEO (with receipts attached) within thirty (30) days of when expenses were incurred. A copy of the completed expense form shall be submitted to the Executive Director/CEO with a copy to the Treasurer for payment approval.



- b. Staff / Contractors – Completed forms are to be submitted to the Executive Director/CEO (with receipts attached, as required) within thirty (30) days of when expenses were incurred. A copy of the completed expense form shall be submitted to the Treasurer for review.
- 2) Upon approval of the CEO, reimbursements will be made. Payment will not be authorized without the support of required receipts. Every effort will be made to promptly reimburse approved vouchers, but in no event will such reimbursements exceed 15 working days.
- j) After Action Report

With the exception of travel to ALEA events, board members, the Training Program Manager, and the Safety Program Manager must complete an After Action Report (interoffice memo to the Executive Director/CEO) within thirty (30) days of completion of travel assignment. The report shall give detailed information on the benefits resulting from the authorized ALEA travel. The After Action Report can be a collective summary of all participating in the authorized travel. One copy will be sent to the Treasurer to be attached to the travel request and the travel voucher for future audits.

### **3.11 Non-Travel Related Expense Reimbursement**

This section describes the non-travel expense reimbursement procedures for officers, directors, members and staff.

- a) Officers, Board and Committees
  - 1) Budgeted expenses require no prior approval, but must be submitted with receipts for approval and payment as outlined in subparagraph 2) below.
  - 2) Requests for reimbursement are to be submitted to the Executive Director/CEO on an approved expense form (with receipts attached) for processing within thirty (30) days of when they were incurred. A copy of the completed expense form shall be submitted to the CFO for payment approval.
- b) Staff/Contractor

Requests for reimbursement for staff/contractor expenses are to be submitted on an approved expense form with attached receipts to the Executive Director/CEO for processing consistent with the annual budget. In addition, the Executive Director/CEO shall prepare an estimate of staff

expenses and submit annually as a part of the Association budget to the Budget Management Committee.

### **3.12 Role of the President**

The President's role is described in the bylaws. In making appointments within his authority, the President is encouraged to take into consideration: affirmative action, geography, government and private sectors, member activity and responsibility, position and size of member organization (of person's employment) so that those appointments reflect the diversity of the Association's membership. The President/Executive Committee shall be responsible to conduct a performance evaluation on the Executive Director/CEO and report his findings to the Board and to the Executive Director/CEO in writing. The instrument used to evaluate the Executive Director/CEO shall provide space for signature of both the President and Executive Director/CEO, which will serve to show that the appraisal was delivered and received. Signature of the Executive Director does not constitute agreement with the appraisal.

### **3.13 Role of the Executive Committee**

The Executive Committee shall govern the Association whenever the Board of Directors is not in session.

### **3.14 Conflict of Interest**

Officers, board members, staff and committee members are prohibited from participating in any business or other activity, personally or professionally which would result in a conflict of interest, financial or otherwise. All officers, Directors, staff and contractors shall annually complete the required Conflicts of Interest form.

### **3.15 Code of Ethics**

The purpose of this section is to outline a code of ethics to govern the officers, board members, staff and committee members.

The officers, board, staff and committee members must abide by the ALEA Code of Ethics. The code is outlined as follows:

- a) Must abide by the Articles of Incorporation, Bylaws, Resolutions and Policies and Procedures of the Association.
- b) Must declare a personal and financial interest in matters before the Board;
- c) Must declare nepotism and family interest;
- d) Must not engage in discriminatory action based on race, sex, creed, or national origin;
- e) Must not use their position for personal gain;

- f) Must act in a manner that brings credit and honor upon the Association.

### **3.16 Outside Event Attendance**

Attendance at outside conferences, seminars, and events for which ALEA will reimburse expenses shall be offered to ALEA Board members in the following order:

- a) President, or his designee\*
- b) Officers of the Corporation
- c) Region Director within whose region the event is scheduled
- d) Other Region Director as directed by the Executive Director/CEO
- e) Other ALEA representative as directed by the Executive Committee or Executive Director/CEO

At conferences, seminars, and events where the ALEA funds multiple representatives, consideration will be given to Board members who are also members of the hosting entity.

This policy does not apply to the attendance of the Executive Director/CEO, select staff, or independent contractors at HAI's annual conference. Their attendance at this event is required.

- \* The designee should be another Board member but may be chosen without regard to the above listed order.

## **4.0 ALEA OFFICE ORGANIZATION AND MANAGEMENT**

The purpose of this section is to set forth policies to guide the operation of the Association's Office.

### **4.1 Role of the Executive Director/CEO**

The Executive Director/CEO is accountable to the Board of Directors and shall follow directions, policies, procedures and all other official requirements of the Board. The Executive Director/CEO is responsible for the management of daily operations of the ALEA Office; causes written financial accounts to be prepared; and supervises the management of all grants. Except when otherwise directed by the Board, the Executive Director/CEO supervises all matters relating to the annual and regional conferences except the training sessions. The Executive Director/CEO shall have the overall responsibility for directing and managing conference planning including business affairs.

- a) Staff

The Executive Director/CEO hires staff in accordance with the following procedures:

- 1) prepares a position description and justification with a recommended salary range and associated budget amendments;
- 2) once the position is approved, the Executive Director/CEO operates within the constraints of the budget, to hire, dismiss and set the terms and conditions of employed staff.

b) General Fund Budget

The Executive Director/CEO manages the finances of the Association as follows:

- 1) the Executive Director prepares, an Annual Budget with the assistance of the Treasurer and submits it to the Board for approval;
- 2) The Executive Director/CEO may reallocate dollars within a functional or program category (i.e. travel, office equipment, etc.)
- 3) Requests for changes or shifting of funds between functional or program categories must be presented with justification to the Executive Director/CEO and approved by the Budget Management Committee.

c) Grants and Grant Management

The Executive Director/CEO supervises the management of grants and awards to the Association as follows:

- 1) Grant submission and acceptance must be approved by Board of Directors, or the Executive Committee between regular Board meetings;
- 2) Except as otherwise provided by the Board, the Executive Director/CEO notifies the Executive Committee of pending solicitations. Based upon approval by the Executive Committee to proceed with application, the Executive Director/CEO prepares a detailed application.
- 3) If the grant is awarded, modified or amended, final contracts go through the Executive Director/CEO to the Executive Committee for acceptance and approval after review by legal counsel.
- 4) If approved, the President or Executive Director/CEO signs the grant.

#### **4.2 Liaison with Other Associations and Organizations**

The Executive Director/CEO is the primary point of contact with staff or representatives of other associations for conducting business or carrying out previously approved policy decisions of the Board. The President and/or the Executive Director/CEO may also conduct preliminary discussions or develop proposals with other public or private organizations for submission for approval by the Executive Committee/Board.

#### **4.3 Insurance Requirements**

The Executive Director/CEO shall include in the budget provision for adequate insurance coverage to protect the Association, its officers and directors. The Executive Director/CEO shall acquire all insurance for the Association and shall keep all insurance current for maximum protection.

#### **4.4 Records Retention and Destruction**

Retention and disposition of corporate records should be done in accordance with applicable provisions of the California Corporation Code or the Maryland Code for foreign Corporations, whichever is longer, and, in regards to financial records, the Sarbanes/Oxley Act.

#### **4.5 Property Inventory and Disposition**

All property of the Association with a purchase price of \$500 or more shall be inventoried, marked as to ownership and updated annually and maintained as part of the financial records of the Association. Property disposal shall be in a manner authorized by the Board. Any ALEA property in the possession of any officer, director, member or others shall sign a receipt for such property and obtain a written receipt upon return of any such property.

#### **4.6 Management Reports**

The Executive Director/CEO is responsible for preparation and dissemination of the Monthly Executive Director's Report to the Board of Directors. This report shall include, but not be limited to, updates on the activities of the staff, grants, educational programs, and conference plans and arrangements..

Additionally, the Executive Director/CEO is responsible for the preparation and dissemination of financial reports to the Board of Directors including, but not limited to, a monthly balance sheet, monthly profit & loss statement, and a quarterly YTD comparative.

The Executive Director/CEO will ensure that an annual financial audit is conducted by a qualified, independent accounting firm. The results of this audit will be distributed to the Board of Directors.

The Annual Report to the Membership will be published in the journal issue immediately following the Annual Conference. It shall include but not be limited to:

- a) A summary of major accomplishments during the previous year;
- b) New resolutions, bylaws, policies, etc.;
- c) New projects or programs;
- d) New services or benefits; and,
- e) Financial statement

#### **4.7 Media and Press Relations**

The President or Executive Director/CEO are the official spokesperson for the Association. The Executive Director/CEO may issue press releases, respond to media inquiries, organize media events, and make public appearances in conjunction with Association conferences or other events. The President, Executive Director and/or their designee(s) may represent the Association at official events of other professional associations. A Regional Director may develop press releases regarding regional events and act as a spokesman for the association regarding the same.

#### **4.8 Candidate Support by the Association Prohibited.**

Official endorsement or support of any candidate for public office is expressly prohibited. Such support would place the Association's tax-exempt status in jeopardy.

#### **4.9 Operation of Exhibits on Behalf of the Association**

With the approval of the Executive Committee or Board, the Association is authorized to operate exhibits at conferences and events of other associations.

### **5.0 FINANCE**

The purpose of this section is to define the role of different positions within the Association for financial accountability, and for the management of all aspects of finances within the Association including, but not limited to income, expenditures, records, and budgets.

#### **5.1 Annual Budget**

The Executive Director, shall prepare the Annual Budget which shall include all identifiable revenue and expenditure sources including grants (although grants may be separately managed). After a review and approval of the budget by the Budget Management Committee, the Executive Director/CEO shall submit it to the Board of Directors for review and adoption.

## **5.2 Role of Treasurer**

The Treasurer is the Financial Officer for the Association and is expected to monitor and oversee the financial operations and records of the central office on behalf of the Board, the Executive Committee and the membership. The Treasurer shall:

- a) Review the Annual Budget;
- b) Review monthly financial reports and monthly cash disbursement statements to ensure compliance with the Association bylaws and Policies and Procedures;
- c) Review approved grant expenditures and contractual payment obligations; and,
- d) Advise the President, the Executive Committee, Executive Director and the Board on all fiscal matters of the Association.
- e) Perform such other duties as set forth in the Association bylaws.

## **5.3 Dues and Assessments**

Dues and Assessments are proposed by the Executive Committee and require approval by the Board of Directors.

## **5.4 Investment of Association Funds**

The Budget Management Committee recommends the investment policy. It is presented to the Board for approval. The Board of Directors shall annually review a list of approved investment policies. No funds may be invested in any method that may have direct financial impact on the officers or staff. All investments are limited to the restrictions set forth in the bylaws and applicable IRS Regulations.

## **5.5 Official Fiscal Year**

The fiscal year is January 1<sup>st</sup> through December 31<sup>st</sup>.

## **5.6 Method of Accounting**

ALEA uses the accrual method of accounting.

## **5.7 Financial Records**

The accounts of the Airborne Law Enforcement Association will be kept according to generally accepted accounting principles.

**5.8 Annual Audit of Financial Records**

- a) There shall be an annual audit conducted by an outside Certified Public Accountant (CPA). The Board, with the advice of the Executive Director/CEO shall approve an auditor (CPA) for the following year.
- b) In keeping with the federal Sarbanes-Oxley Act, ALEA shall appoint an Audit Committee to conduct a detailed audit of the income and expenses of the association from the source financial records of the Association.

**5.9 IRS and Grantor Audits**

Records and books shall be maintained according to Internal Revenue Service and grantor agency requirements. All officers, directors and staff shall render full cooperation and assistance during any audit.

**5.10 Audit Exceptions and Corrective Action**

The Treasurer shall report to the Board any exceptions to the audit and any recommendations that were contained in the Management Letter and his/her responses to such comments along with appropriate plans for any corrective action required.

**5.11 Selection of Vendors and Subcontractors**

The selection of vendors and subcontractors shall be fair, impartial and balanced between price and quality.

**5.12 Conflict of Interest**

No officer or director may vote on any action that may result in a financial gain to the officer or his/her family.

**5.13 Co-mingling of funds prohibited**

Grant or contract funds received for the support of a specific program or purpose shall be used only for those designated purposes and may not be used to offset expenses of any other activity or program. Funds for each such grant or contract in excess of \$25,000.00 shall be deposited and maintained in separate bank accounts and all transactions, regardless of grant size, shall be recorded separately in the financial records of the Association. This does not necessarily mean that grants or contracts may not have a line item for overhead. No ALEA funds will be co-mingled with any non-ALEA account.



#### 5.14 Gifts, Donations and Sponsorships

All gifts to the Association, donations and sponsorships shall be made public unless a request for anonymity is made as a condition of the gift. All goods and services of material value (meals, drinks, etc.) of more than \$50.00 cumulative (per person) within a 30-day period given to board members, officers or staff shall be reported in writing within 30 days to the Executive Director and President. This reporting requirement does not apply to sponsored events sanctioned by the Board or Executive Committee.

#### 5.15 Purchases and Acquisitions

- a) Purchasing Authorization. No expenditure of funds shall be made or liability incurred by a member of the Board of Directors in the name of the Airborne Law Enforcement Association without previous authorization as per ALEA Policy and Procedures. Any unauthorized item purchased or an item purchased which a majority of the ALEA Board of Directors refuses to approve is declared a private rather than an Association debt. Prior to the expenditure of any Association funds, the CFO shall determine that such expenditure has been approved by Board action, committee action, the budgetary process or by guidelines established in this manual.
- b) Purchasing Limitations. The day-to-day operational expenditure of Association funds is limited to the budgetary restrictions approved by the ALEA Board of Directors. The following purchase limitations apply to the expenditure of ALEA funds not addressed through the budgetary process:
  - 1) Three Hundred Dollar (\$300.00) Limit. The purchase of equipment, material, supplies or services of an amount not to exceed \$300.00 is authorized by the Executive Director/CEO or the Budget Management Committee. Such a purchase requires an interoffice memo from the purchaser to the appropriate individual(s) stating justification of purchase. The interoffice memo can follow verbal approval, but must be completed and mailed to the appropriate individual(s) within ten (10) calendar days after the approval of purchase.
  - 2) Five Hundred Dollar (\$500.00) Limit. The purchase of equipment, material, supplies or services of an amount not to exceed \$500.00 is authorized with prior approval of the Budget Management Committee or a majority of the executive officers of the Board of Directors (President, Vice-President, Secretary, Treasurer). Such a purchase requires an interoffice memo from the purchaser to the appropriate individual(s) stating justification of purchase and

should include at least three (3) bids. The interoffice memo can follow verbal approval, but must be completed and mailed to the appropriate individual(s) within ten (10) calendar days after the approval of purchase. In addition, the purchaser will ensure that one (1) copy of the interoffice memo is forwarded to the Executive Director/CEO.

- 3) Over Five Hundred Dollar (\$500.00) Limit. The purchase of equipment, material, supplies or services of an amount exceeding \$500.00 is authorized with prior approval of the Budget Management Committee or a majority vote of the ALEA Board of Directors. Such a purchase requires an interoffice memo from the purchaser to the appropriate individual(s) stating justification of purchase and should include at least three (3) bids if available. The interoffice memo must precede approval. The purchaser will ensure that one (1) copy of the interoffice memo is forwarded to the Executive Director/CEO.
- 4) All purchases in any amount shall be coordinated with the Executive Director/CEO who may assist the board member to obtain the best possible price for the product or service.

#### **5.16 Property Accounting**

- a) Responsibility. The Executive Director/CEO is charged with the responsibility of maintaining a current and accurate record of all inventorial property acquired from any source.
- b) Keeping of Property Records. A permanent record and history of inventorial property will be kept by the ALEA office.
- c) Property Transfer. Any transfer of inventorial property will be immediately documented by the transferring parties. A copy of transfer document shall be forwarded to the Executive Director.
- d) Loss of Property. When any member of the Board of Directors loses any property belonging to the Association and entrusted to his care, he shall immediately report such loss to the Executive Director/CEO, giving complete details and circumstances surrounding such loss, by interoffice memo. If the value of the property is five hundred dollars (\$500.00) or more, the Executive Director shall immediately notify the CFO. In the event of stolen property, the local police authority shall be notified and an offense report shall be completed and forwarded to the Executive Director. After thirty (30) days, if the lost or stolen property has not been recovered, reimbursement will be made to the Association for such loss at the current replacement cost, unless it can be shown

that due care and diligence were exercised in protecting such property and that such loss was not caused by negligence. Failure to promptly report lost or stolen property to the ALEA CFO in the time prescribed may result in the member being charged with the market value of the lost or stolen property.

- e) Returning Property. When a board member leaves the ALEA Board of Directors, all association property of material value in his possession must be surrendered to the Executive Director/CEO without delay, who will give such departing board member a receipt for such property. The Executive Director/CEO is in turn responsible for reissuing appropriate property to the departing board member's replacement. Failure to return issued property in a timely fashion may result in the termination of the member's membership in the Association and/or other sanction, including civil action.

## **6.0 ANNUAL BUSINESS PLAN**

This section establishes the requirement for an Annual Business Plan.

### **6.1 Responsibility of the President**

The Executive Director/CEO shall submit an Annual Business Plan to the Board of Directors.

### **6.2 Content of the Plan**

The plan will have separate descriptions of each project, program, product or service.

### **6.3 Rationale and Justifications**

The plan will include recommended goals and objectives for the coming year and describe the assumptions underlying the proposed activity. The rationale will vary depending on the product, program, good or service but should be sufficient to make clear to the reviewing bodies, the Executive Committee and the Board, the value of the program, its costs and benefits, and should provide evidence that the decision was developed through a systematic analysis.

## **7.0 TRAINING PROGRAMS**

This section sets forth the requirements for the development of an Annual Training Plan for the presentation of training programs.

### **7.1 Responsibility of Training Program Manager**

The Training Program Manager (TPM) shall develop an Annual Training Plan and submits it to the Board via the Education & Training Committee for approval at the mid-year meeting. The TPM shall also continually review the instructional performance of any and all ALEA Instructors and submit any recommendations to the Board. The TPM shall also be responsible for meeting the training needs at the annual conference, regional seminars, and other events.

**7.2 Coordination with the Executive Director /CEO**

The TPM shall report to and will work with the Executive Director/CEO for logistical support to be used for providers of training programs and authors of materials.

**7.3 Criteria for Selection of Trainers**

The selection of instructors will be based upon the quality of both the content of the material, the presentation skills of the individual, and the educational background and experience of the instructor in the particular discipline being taught.

**7.4 Method of Delivery**

Training programs, workshops and seminars will be presented at the annual conference, regional seminars, and other events.

**7.5 Instructors' Agreements**

Before commencing travel to any training course, the designated instructor shall sign the approved Training Agreement and reviewed by ALEA Legal Counsel. No instructor shall be permitted to travel or perform unless a signed Training Agreement has been executed and submitted to the TPM.

**7.6 Instructors' Fee**

Instructors may be compensated in accordance with a schedule approved by the Board of Directors, so long as instructor is not on-duty with their agency. Instructors not teaching a full day shall be paid the pro-rated amount consistent with the number of hours actually taught.

**7.7 Training Rules and Regulations**

The TPM, in concert with the Executive Director/CEO, shall promulgate rules and regulations regarding training programs, instructors and other matters related to the conduct of ALEA training.

### **7.8 Training Program Manager Professional Stipend**

Upon approval of the Board, the TPM will be paid compensation for work performed related to ALEA's training programs consistent with any contract between the TPM and ALEA.

### **7.9 Oversight**

The Executive Director/CEO oversees the activities of the TPM, and monitors the progress of and ensures adherence with the Annual Training Plan.

## **8.0 PUBLICATIONS**

This section sets forth the Association's official policy regarding publications and advertising.

### **8.1 Official Publications**

The official publications of the Airborne Law Enforcement Association shall be designated in the Annual Business Plan of the Association.

### **8.2 Advertising Policy**

Advertising shall be sold in accordance with the Annual Business Plan at established fees and rates approved by the Board of Directors through the budget process. Advertisers purchase space for their message; no other consideration including guaranteed provision of preferential consideration for professional articles or other special treatment is allowed.

### **8.3 Use of Advertising Sales Representatives**

The Annual Business Plan may call for the use of outside advertising sales representatives.

### **8.4 Role of the Editor-in-Chief**

The Editor-in-Chief is selected by the Board. The Editor-in-Chief is responsible for the following:

- a) Review proposed publication content for consistency with the purposes of the Association and official policy. If there is no official policy, the Editor-in-Chief may solicit articles and guest editorials to introduce topics for discussion and debate.
- b) Editorial comments should reflect official policy of the Association at all times. The Editor-in-Chief should encourage minority and divergent views through "Letters to the Editor" and guest editorials.

- c) Review minority or divergent views submitted and select representative letters or articles (guest editorials) for publication.
- d) The Chair of the Air Beat Committee shall review all editorial published by the Association. The Editor-in-Chief shall review and approve all editorial published by the Association.

### **8.5 Editorial Policy**

Publications of the Association are communication tools designed to reflect the purpose and goals of the Association.

Vendors may be invited to address general issues but may not describe, promote or introduce specific products or services under the guise of editorial content. Acceptance of articles authored by vendors shall be solely on the basis of their professional content and their value to the reader.

The Editor-in-Chief and Chair of the Air Beat Committee are responsible for maintaining adherence to Editorial Policy.

### **8.6 Review of Articles and Publications**

The Air Beat Committee may create a panel of reviewers with specific areas of technical or professional expertise to evaluate articles prior to acceptance for publication.

### **8.7 Use of the ALEA Logos**

The ALEA Logos are the registered trademarks of the Association. Use of the logos by any person or entity, other than ALEA, is strictly prohibited without the express approval of the ALEA Board of Directors, and may require a licensing agreement. This does not preclude the ALEA Board from providing its logos for use by another person or entity when its use is for association-directed business. Further, nothing in this policy shall prohibit the use of the ALEA logos on official law enforcement agency stationary, with the approval of the agency head; nor shall it prohibit the use of the ALEA Corporate Council logo by members of the Council.

## **9.0 ANNUAL CONFERENCE AND MEETINGS**

This section sets forth the policies and roles of various individuals and committees as they relate to the planning and implementation of the Annual Conference.

### **9.1 Role of the Executive Director/CEO and ALEA Office**

The Executive Director/CEO is responsible for all business matters relating to the planning and implementation of the Annual Conference. Specifically, he is responsible for:

- a) recruiting exhibitors and sponsors within the guidelines set by the Board of Directors;
- b) assigning exhibitors to specific booth space on a first come, first served basis (previous year's exhibitors may be given advance notice);
- c) determining layout of booth space with hotel or convention center;
- d) collecting monies from exhibitors and sponsors;
- e) distributing and receiving exhibitors' contracts;
- f) recommending fees as part of the budget;
- g) advertising the conference by developing and printing flyers, brochures, and by articles in the Association's publications;
- h) collecting conference registrations and fees;
- i) maintaining separate accounting for the conference;
- j) making arrangements for training equipment and support producing and publishing follow-up of conference training tapes, papers, etc.;
- k) collecting fees as set forth in the Annual Business Plan;
- l) managing human resource needs on site;
- m) negotiating all contracts for hotels, conference centers, and all other conference related goods and services, to assure compliance with the Annual Business Plan and Budget; and,
- n) assist the Conference and Seminars Committee with future site selection.

## **9.2 Role of the Host Agency**

The host agency is responsible to:

- a) provide local site support;
- b) recommend local dignitaries as guests for special functions;
- c) arrange for conference security; (volunteers only, without Executive Director authorization)
- d) assist in obtaining local media coverage;
- e) act as liaison between local entities and the Association;
- f) recruit local sponsors;
- g) assist in special requests;
- h) assist in the preparation or duplication of conference materials on site; and
- i) provide necessary support staff to work at the conference;

## **9.3 Role of the Conference and Seminars Committee**

The Conference and Seminars Committee is responsible to assist the Board with future site selection for the annual conference. The Chair shall coordinate with the Executive Director to integrate the work of the committee into the overall conference planning effort.

#### **9.4 Role of the Corporate Council**

The Corporate Council shall consist of representatives from Corporate Member companies. This Council may make recommendations to the Conference and Seminars Committee, President and Executive Director/CEO for improvements, corporate relations and special events.

#### **9.5 Advance Selection of Sites**

Sites may be selected as far in advance of the conference dates as may be necessary to assure adequate accommodations.

#### **9.6 Decision for Site Selection**

The site selection for the Annual Conference and Business Meeting will be the responsibility of the Board. The site selection will be based on the following considerations:

- a) consistency with the Association's purpose and Bylaws;
- b) a spacious, convenient and attractive setting which supports training, exhibits, annual business meeting, registration, special events and member accommodations;
- c) costs to the membership for conference accommodations, registrations and events shall be reasonable so as to encourage attendance and participation;
- d) the availability of local support;
- e) other site attractions that encourage attendance; and,
- f) proximity to major transportation centers to minimize travel costs to attendees.

#### **9.7 Authority to Negotiate Contracts and Agreements**

The Executive Director/CEO is empowered to negotiate contracts and agreements in accordance with the Annual Budget and Annual Business Plan. The Executive Director/CEO shall submit contractual activity not authorized in the Business Plan to the Executive Committee for approval prior to execution. All contracts shall be submitted to legal counsel for legal form and sufficiency approval.

#### **9.8 Type of Agreement with Hotel**

Hotel and convention space contracts must be in writing and approved as to form by the Association's legal counsel.

#### **9.9 Travel for Site Selection**



The Chair of the Conference and Seminars Committee may travel or send representatives to sites under serious consideration to host an annual conference. The Association will reimburse the Committee members, President and designated staff for approved travel costs.

**9.10 Allocation of Amenities Associated with Hotel Agreement**

All amenities from a hotel will be made known to the Executive Committee and included in the written contract. Complimentary rooms will be allocated according to the following priorities:

- a) to offset conference expenses of the Association and its staff;
- b) a complimentary suite will be provided for the President and Executive Director/CEO; and,
- c) a meeting room for use by officers, board, and staff to conduct business of the Association and to host events.

The Executive Director/CEO as a courtesy, shall assign all other complimentary rooms to officers, board members, honored guests, etc.

All amenities, financial or otherwise, must be used for the overall benefit of the Association and its collective membership. No special agreements or amenities may be independently negotiated by others (officers, Board or staff members, etc.) Individual gifts or amenities not covered by these guidelines are expressly prohibited.

**9.11 Use of Travel Agents and Commissions**

The ALEA office deals directly with airlines/hotels to arrange special conference fares. Commissions or complementary flights, including points accumulated on a credit card if any, go to the benefit of the Association.

**9.12 Special Travel Arrangements by Airlines**

Loyalty travel awards shall be used only for business of the Association in the following priority:

- a) staff travel to conference;
- b) staff/officer travel in support of conference preparation and site selection;
- c) other staff business during the year with the approval of the Executive Director; and,
- d) officer business during the year with Executive Director/CEO approval.

**9.13 Allocation of Exhibit Space and Sponsored Events**

Exhibit space and sponsorships shall be allocated on a first come, first served basis in accordance with receipts of reservations and deposits at the ALEA Office.

- a) Previous exhibitors and sponsors should receive an opportunity for advance reservations (before general advertising) at or before the Annual Conference for space/sponsorship the following year.
- b) Sponsors of specific events, awards, etc. shall be offered the same, but may not be guaranteed exclusivity.
- c) Special amenities for individual officers or staff are expressly prohibited in order to guarantee preferential treatment.
- d) All fees associated with booths, advertising, sponsorships, etc. shall be described in the Annual Business Plan.
- e) The Executive Director/CEO may arrange to waive fees for exhibit space for other associations in the field on a *quid pro quo* basis.

#### **9.14 Role of Exhibitors**

Donations or fees are accepted in exchange for specific space, booths, events, advertising, etc. as defined by the Annual Business Plan and are considered paid advertising by the vendor.

- a) The size of the donation may not be the basis for preferential treatment (i.e., speakers slot on program, articles in publication, etc.); however,
- b) Sponsors may be acknowledged at the sponsored event and be allowed to speak briefly.

#### **9.15 Annual Conference Fees**

It shall be the responsibility of the Board of Directors to approve fees for the Annual Conference as part of the Annual Business Plan and Budget based on the following criteria:

- a) to offset the expenses of the conference:
- b) to provide income for operational expenses of the Association; and,
- c) costs are reasonable to encourage attendance and participation.

#### **9.16 Conference Budget and Accounts**

It is the responsibility of the Executive Director/CEO to develop, plan, prepare and recommend a conference budget to the Board of Directors as part of the Annual Business Plan and Budget process. The Executive Director/CEO shall account for all expenses of the conference. Expenses or charges not covered in the

budget shall be submitted to the Budget Management Committee for approval before agreements are made or action is taken.

**9.17 Reporting Requirements**

At the close of the conference, there shall be a detailed Conference Closeout Report by the Executive Director/CEO with recommendations for future conferences. The reports shall be submitted at the next Board meeting.

**9.18 Financial Reconciliation and Closeout**

The Executive Director shall develop, plan and carry out methods by which all conference monies, both expenses and income, are documented and accountable. The final accounting will include all financial transactions as well as all amenities afforded the Association and will be reported to the Board of Directors at the next board meeting after the conference has concluded. All debits and credit due from or to ALEA shall be resolved at the conclusion of the conference. No expenses shall be paid to any hotel or conference center that owes ALEA any money or credits having value until both expenses and credits are resolved simultaneously.

**9.19 Alcohol Service**

In an effort to minimize the potential liability of the Airborne Law Enforcement Association, Inc. (the “Association”) and its members for injuries caused to third parties by individuals who consume alcohol <sup>1</sup> at Association-sponsored and related events, the following rules must be followed at all Association functions: <sup>2</sup>

- a) Association members may not directly purchase, supply, serve, or otherwise furnish other members or guests with alcohol at or in connection with Association functions. Instead, professional bartenders (unrelated to the Association or its members), such as hotel staff or catering company employees, must be retained to serve alcohol at Association functions.
- b) The bartender(s) retained to serve drinks must be provided with written instructions that they are not permitted to serve alcohol to any guest they believe (or should believe) is intoxicated.
- c) Reasonable efforts must be made to obtain the agreement of the hotel or catering company providing bartender service to indemnify and hold harmless the Association and its members for all liabilities arising from the hotel or catering company’s sale or service of alcohol to a guest.
- d) Taxicab service must be provided for visibly intoxicated guests, making sure they are provided with cab fare, if necessary.
- e) Self-service alcohol, such as unmonitored tables of alcohol or kegs of beer, is strictly prohibited.

- f) An adequate selection of nonalcoholic beverages must be provided for the bartender(s) to provide to guests who choose not to drink, or who are becoming intoxicated.
- g) A sufficient quantity of food should be served to slow down the absorption of alcohol into the bloodstream.
- h) Alcohol may be served for a reasonable time period only and shall not exceed four hours. “Last call” must be given (and enforced) at least thirty (30) minutes before the end of the function.
- i) Assure that sufficient social host liquor liability insurance coverage exists for the function. Any material breach of this policy by any Association member shall result in appropriate sanctions to be determined and enforced by the Association’s Executive Director, in his sole discretion. Any questions about this policy, its interpretation or enforcement should be directed to the Association’s Executive Director.
  - 1. As used herein, the term “alcohol” is intended to include alcohol and any alcoholic beverages (e.g., wine, champagne, beer, and mixed drinks).
  - 2. As used herein, the term “function” is intended to include meetings, conferences and other events sponsored by the Association, as well as informal gatherings such as “hospitality suites” hosted by Association members in connection with Association-sponsored events. Excluded from the term “function” is the president’s suite at the annual conference.

## **9.20 Use of the ALEA Conference Logo**

The ALEA Conference Logo is a registered trademark of the Association. Use of the logo by any person or entity, other than ALEA, or Executive Committee is strictly prohibited without the express written approval of the ALEA Board of Directors, and may require a licensing agreement. This does not preclude the ALEA Board from providing its logo for use by another person or entity when its use is for association-directed business, to include use of the logo by companies that are paid sponsors of conference-related events for the express purpose of marketing those events and companies that are paid sponsors of conference related products developed by ALEA.

## **10.0 REGIONAL SAFETY SEMINARS**

This section sets forth the policies and roles of various individuals as they relate to the planning and implementation of regional safety seminars.

### **10.1 Role of the Executive Director/CEO and ALEA Office**

The Executive Director/CEO is responsible for all business matters relating to the planning and implementation of regional safety seminars. Specifically, he is responsible for:

- a) recruiting exhibitors and sponsors within the guidelines set by the Board of Directors;
- b) determining layout of table top display space and food and beverage functions with hotels;
- c) collecting monies from exhibitors and sponsors;
- d) distributing and receiving exhibitors' contracts;
- e) recommending fees as part of the budget (see 10.6 below);
- f) advertising safety seminars through various media;
- g) collecting registrations and fees and providing registration materials and certificates to attendees;
- h) maintaining separate accounting for each regional safety seminar;
- i) making arrangements for training equipment and support in conjunction with the Training Program Manager; and
- j) negotiating and executing all contracts for goods and services.

## **10.2 Role of the Regional Director**

The regional director, with assistance from the deputy regional director, is responsible for:

- a) Choosing the locations (city only) and dates for annual safety seminars. Recommendations for hotel facilities may be made to the Home Office. Location and dates of the next safety seminar will be made available to attendees no later than the close of the current safety seminar;
- b) providing opening and closing remarks to attendees;
- c) providing local site support;
- d) recommending local dignitaries as guests for special functions;
- e) obtaining local media coverage;
- f) assisting in special requests;
- g) assisting in the preparation or duplication of conference materials;
- h) providing necessary support staff to work at the conference;
- i) developing the training agenda in conjunction with the Training Program Manager;
- j) developing the social agenda; and
- k) providing sponsorship leads to the ALEA Home Office. Companies indicating a desire to sponsor an event(s) at a regional safety seminar will be directed to contact the ALEA Home Office.

## **10.3 Table Top Displays and Sponsorships**

All exhibits must fit on an 6' table and shall not exceed 4' in height. All exhibit spaces will be allocated on a first come, first served basis.

Sponsors of specific events shall be offered the same, but may not be guaranteed exclusivity. Sponsors may be acknowledged at the sponsored event and be allowed to speak briefly.

ALEA will host an opening reception in the table top display area for attendees. ALEA will host a continental breakfast for attendees unless otherwise sponsored.

#### **10.4 Travel for Site Selection**

The regional director or his/her designee may travel to sites under serious consideration to host a regional safety seminar. The Association will reimburse the traveler(s) for approved travel costs in keeping with the annual budget.

#### **10.5 Allocation of Amenities Associated With Hotel Agreements**

Complimentary rooms will be allocated based on the need to offset safety seminar expenses of the Association and its staff. A complimentary suite will be provided for the region director if possible.

All amenities, financial or otherwise, must be used for the overall benefit of the Association and its collective membership. No special agreements or amenities may be independently negotiated by others (officers, Board or staff members, etc.) Individual gifts or amenities not covered by these guidelines are expressly prohibited.

#### **10.6 Fees**

It shall be the responsibility of the Executive Director/CEO to recommend to the Board of Directors fees for regional safety seminars as part of the Annual Business Plan and Budget based on the following criteria:

- a) to offset the expenses of the safety seminars;
- b) to provide income for operational expenses of the Association; and,
- c) costs are reasonable to encourage attendance and participation.

#### **10.7 Reporting Requirements**

At the close of the safety seminars, there shall be a detailed closeout report by the Executive Director/CEO. The reports shall be submitted to the Region Director for inclusion in his/her semi-annual report to the Board and annual report to the general membership.

#### **10.8 Alcohol Service**

Section 9.19 Alcohol Service is incorporated herein.

## **11.0 ADMINISTRATIVE MATTERS**

### **11.1 Credit Cards and Pre-Paid Calling Cards**

Credit cards and pre-paid calling cards issued by ALEA may be used only for official business of the Association. Use of these cards for personal use is strictly prohibited, even where the user makes reimbursement.

### **11.2 Voting by Proxy**

Pursuant to the bylaws, members may vote on any matter to come before the membership by proxy vote. Any proxy given by a member to another member to exercise the voting right of the grantor, the proxy shall state with particularity the matter upon which the proxy vote is given. The proxy shall also designate the member in good standing to exercise the vote, and shall be signed by the grantor and witnessed by any other person. No more than five (5) proxy votes shall be given to the same person by members on a particular matter or combination thereof.

## **12.0 AWARDS, SCHOLARSHIPS, AND SPECIAL RECOGNITIONS**

### **12.1 Purpose**

To provide a recognition program whereby deserving individuals will receive official Association and public recognition for outstanding acts of valor or meritorious service.

### **12.2 Awards and Scholarships Committee**

The Awards and Scholarships Committee, chaired by the Immediate Past President, will review all applications and nominations for recognition of those persons who qualify for one of the Association's prestigious awards or scholarships and select a winner for each.

### **12.3 President's Citation**

- a) The President's Citation may be presented to anyone who has rendered a service beyond the normal course of duty, because of his timely observation, diligence task that has resulted in the protection of life or property; the prevention of major crime; the apprehension of a dangerous criminal or performed an act that clearly exceeds what is normally required or expected.

- b) The President shall have the prerogative at any time to order issuance of the “President’s Citation” without consultation with the Awards Committee.
- c) The “President’s Citation” shall be limited to six (6) plaques and twenty (20) certificates during each calendar year, unless otherwise approved by the Board of Directors.

#### **12.4 President Emeritus Citation**

- a) The President Emeritus Citation is granted to a Past President who in the opinion of the Board of Directors who has provided unique leadership to the Association throughout his career with the Association.
- b) The Past President designated for this citation shall receive an appropriately engraved plaque, lifetime complimentary membership in the association, and lifetime complimentary registration at the annual conference of the association.

### **13.0 GOVERNMENT AFFAIRS**

This section sets forth the Association’s policies regarding participation in governmental affairs and political action.

#### **13.1 Responsibility for Government Affairs Activities**

Responsibility shall rest with the Executive Director/CEO, in concert with the President, who shall receive policy guidance from the Board of Directors.

#### **13.2 Government Affairs Activities Guided by Policies and Resolutions**

Participation in government affairs is to be guided by the policies, purposes and resolutions of the Association.

#### **13.3 Lobbying Activities**

Lobby activity is to be conducted in accordance with the bylaws and to an extent that will not jeopardize the tax-exempt status of the Association.

#### **13.4 Registration as Lobbyists**

ALEA will comply with all rules pertaining to registration of lobbyists.

#### **13.5 Monitoring Legislation and Other Activity**



The Executive Director/CEO or his designee will monitor federal, state and local legislative and other activity affecting Association and constituent interests and submit regular to the Board of Directors.

**13.6 Appearance Before Legislative Committees and Bodies**

The selection of individuals to make appearances before legislative bodies will be made by the President, in concert with the Executive Committee.

**14.0 CORPORATE COUNCIL**

**14.1 Corporate Council Charter**

**I. PREAMBLE**

The Corporate Council is established for the express purpose of assisting in the perpetuation and growth of the Airborne Law Enforcement Association. Subserving to the Airborne Law Enforcement Association Board of Directors, the Corporate Council shall, through interaction with the Board of Directors, serve to further the education goals, programs, and objectives of the Association.

**II. THE COUNCIL**

- 2.01 In order to be more responsive to the total Corporate membership requirement, the size of the Corporate Council shall remain flexible.
- 2.02 The Corporate Council shall consist of appointed representatives of corporate member companies.
- 2.03 A chairman shall be elected from the Corporate Council by the members of the Corporate Council.
- 2.04 The president of the ALEA Board of Directors or designated representative of the ALEA Board may sit on the Corporate Council in an advisory capacity.
- 2.05 The chairman of the Corporate Council shall be the Corporate representative to the ALEA Board of Directors and shall sit on the ALEA Board of Directors as a voting member, upon appointment by the Board.
- 2.06 The Corporate representative to the Board of Directors shall not be eligible to hold office in the ALEA Corporation.
- 2.07 The Chairman of the Corporate Council shall serve a two year term beginning immediately following the conference in which the election is

held and run through the annual conference two years hence.

- 2.08 The Chairman shall be eligible to serve successive terms through the vote of the Corporate Council and as Corporate Council representative to the Board of Directors by approval of the Board.

### **III. REPRESENTATIVES**

- 3.01 Representatives shall be appointed by the respective management of Corporate member companies.
- 3.02 Each Corporate member may have no more than two representatives.
- 3.03 Each representative will be eligible to vote at Corporate Council meetings.
- 3.04 A corporation shall not be eligible to vote unless they are a Corporate Member, in good standing, and shall have had a booth display at the annual ALEA exposition in the two, consecutive, preceding years.

### **IV. MEETINGS**

- 4.01 The Corporate Council shall have two meetings per year at locations selected by general agreement of the Council.
- 4.02 Additional meetings or partial meetings may be held when considered necessary by general agreement of the Corporate Council.
- 4.03 One open forum meeting per year shall be held at the annual ALEA conference and exposition. Open to all members of ALEA, the meeting shall be chaired by the Chair of the Corporate Council.

### **V. ADDENDUM**

- 5.01 No business or activity of the Corporater Council shall in any way constitute a potential conflict with or violation of any antitrust laws nor effect any rule or regulation promulgated by the Internal Revenue Service regarding the Airborne Law Enforcement Association.
- 5.02 Antitrust Statement:

The Airborne Law Enforcement Association, Inc. is a non-profit, international organization of persons engaged in the participation or support of law enforcement air support agencies or units. ALEA's mission statement is to support, promote and advance safe and effective

utilization of aircraft by law enforcement agencies in support of law enforcement missions through training, networking, advocacy and educational programs. As participants in this meeting and in the ALEA Corporate Council, you need to be mindful of the constraints of antitrust laws. There shall be no discussions of agreements or concerted actions that may restrain competition. This prohibition includes the exchange of information concerning individual prices, rates, coverages, market practices, claims settlement practices, or any other competitive aspect of an individual company's operation. Each participant in this meeting and on the Council is obligated to speak up immediately for the purpose of preventing any discussion falling outside these bounds.

ALEA is firmly committed to the principle of competition served by the antitrust laws, and good business judgment demands that every effort be made to assure compliance with all applicable federal and state antitrust laws and trade regulations.

## **VI. DEFINITIONS**

6.01 As used in this document:

- (a) The word "shall" is mandatory and the word "may" is permissive.
- (b) The words "Corporate Council" and "Council" are synonymous
- (c) The words "the Association" and "ALEA" are synonymous with "Airborne Law Enforcement Association".
- (d) The masculine gender includes feminine.

### **15.0 ROBERT'S RULES OF ORDER**

#### **15.1 Importance of Parliamentary Procedure**

Parliamentary procedure is based upon several democratic principles. The first one is that debate in a society must be fair to all concerned. The right to debate must also be free to those so entitled. Another parliamentary principle guarantees to the majority the right to decide at the same time, the minority is guaranteed the protection afforded by parliamentary law. The majority, according to democratic principles, is given the opportunity to rule, but they must rule fairly and justly. When this is done, the minority group will respect the manner in which decisions are made even though they may disagree with the decision. Even if the minority disagrees with the decision, parliamentary law dictates that they must abide by the decision once the vote has been taken.

#### **15.2 The Primary Purpose Of Parliamentary Procedure**

These democratic principles give purpose to parliamentary procedure. That primary purpose is to assist groups to achieve their objectives. Parliamentary law may be thought of as a code of ethics to be followed by individuals in a group as they conduct business. Following such a code of ethics permits a group to conduct their business in the most effective and efficient manner. Parliamentary procedure, then, is for the purpose of enhancing a democratic way of arriving at group decisions.

### 15.3 Fundamental Parliamentary Practices

a). Introducing Business. The most common way of bringing an item of business before the Association is by a main motion. The purpose of a main motion, then, is to present an item of business for consideration and action by the Association.

b) Steps in Presenting a Motion.

1. Rising and Addressing the President: "Mr. President." Other appropriate titles, depending upon the circumstances are "Mr. Chairman" if a regular chairman or someone other than the President is presiding.

In large groups, a member should, after addressing the presiding officer, give his name and the name of his department or company, "Mr. President. Bill Jones from XYZ Police Department."

A member must wait until the floor has been yielded before he rises to request recognition. If he rises before the floor has been yielded, or if he is standing at the time, he is not entitled to be recognized provided someone else rises afterwards and addresses the chair.

It is out of order to be standing when another member has the floor, except to interrupt a speaker when such is permitted under parliamentary rules. Consequently, if one is standing when the floor is yielded, he cannot claim he rose first since he did not rise after the floor was yielded.

2. Recognition by the President: "Bill." - If a member is entitled to the floor, the President recognizes him by calling his name or by calling his official title, such as "Mr. Treasurer."

In small assemblies, the President may merely bow or nod in recognizing a member.

3. Making the Motion: "I move that..." - This is the only correct terminology to use in offering a proposal. Brief explanatory remarks should precede the offering of a proposal. These may help to explain the importance or reason for offering the proposal. Such remarks should not

be in the form of a discussion on the motion since this would be out of order at this point.

4. Seconding the Motion: "Mr. President, I second the motion." - A motion is seconded without obtaining recognition or rising. If a motion, which requires a second does not receive one, it dies for lack of a second. If a second is not offered immediately, the president may ask if there is a second.

5. Statement of the Question: "It is moved and seconded that..." - If the question is debatable, the President states, "The question is now open for discussion or debate." or "Are there any remarks?"

It is proper, but not necessarily essential, for the President to state whether the motion is debatable, amendable, and the vote required. On motions which are undebatable, unamendable, or requiring a two-thirds vote, it is good practice to so state.

A question is not before the Association until it has been stated by the President. The President should always stand while presiding, except when someone has the floor for an extended time.

c) Recognition by the President. Following recognition by the President, a member "has the floor" and is entitled to speak or present his business. In accordance with proper rules of procedures, other members should remain seated during his possession of the floor, unless they are entitled to interrupt.

d) Debate. Debate, or discussion, on debatable questions is in order after the question has been stated by the President and after the floor has been obtained.

1. Debate must be limited to the immediately pending question, which is the last question stated by the President. During debate, members should be courteous and should avoid references to others that might be interpreted as personal conflicts. The right to the floor may be refused those members who are not courteous and polite.

2. When it is evident that discussion is drawing to a close, the President may encourage its termination by asking: "Are you ready for the question. If there is no response, the President puts the question. Such an inquiry does not stop debate since a member may still offer discussion if he so desires. A motion of higher rank may be proposed here or previously at a proper time.

3. If, after asking, "Are you ready for the question?" the President puts the question with such rapidity that members do not have time to claim the floor, they are entitled to do so even after the vote has been announced. If

the President gave ample opportunity, however, members cannot claim the right of debate after voting has commenced.

4. The maker of a motion cannot offer discussion against his motion but he is entitled to vote against it.

e) Putting the Question. Immediately prior to putting the question or taking the vote, the President may wish to restate the question by stating: "Those supporting the motion that... say aye. Those opposed say no," "Those in favor of the motion raise your hand. Those opposed raise your hand."

1. After the voting is completed, the President announces the result and effect of the vote. "The ayes have it and the motion is carried. We will..." (state effect of the motion passed).

2. A tap of the gavel should follow the announcement of the results. A vote does not go into effect until the announcement is made. Motions are voted upon in reverse order of their proposal.

f) Vote. The methods of voting are by standing, show of hands, voice, roll call, ballot and general consent.

1. When a voice vote cannot determine which side is majority, the President should immediately use a method which will permit an actual count of members.

2. If a two-thirds vote is required, a show of hands or a rising vote should always be taken.

3. Until a vote is finally announced, a member may change his vote. After the vote is announced, he cannot be change his vote without permission of the Association. This may be done by general consent or by a motion to that effect. A member may not be compelled to vote.

4. When secrecy is desired in voting, a method of voting by ballot should be used. This method may be ordered by a majority vote. Such a motion requires a second and is undebatable.

5. Votes taken on motions conflicting with the Bylaws are null and void.

6. A tie means that a motion is lost, assuming the motion requires a majority vote.

7. The President is entitled to vote when the vote is by ballot and in all other situations when his vote changes the results.

- g) Majority, Plurality, and Two-Thirds. More than half the votes cast is a majority vote. Two thirds of the votes cast is a two-thirds vote. When a candidate receives more votes than any other candidate, he has a plurality vote.
- h) General Consent. The transaction of business is sometimes expedited by the President requesting that such be approved by "general consent." When this request is made, and there is not objection, approval is granted. If there is an objection, even by just one member, a vote must then be taken to determine the outcome. The President may request action by general consent by stating: "Shall we (state action desired) by general consent?" (If no objection) "We will (state action taken) by general consent."
- i) President Leaving Chair. Sometimes the President may desire to leave the chair for the purpose of debating an item of business.
1. When this is done, he should ask the Vice-President, or some other officer if he is absent, to preside for him. This may be done by the President merely stating, "Will the Vice-President please come to the chair and preside?" The President then hands him the gavel.
  2. The Vice-President presides for at least as long as is necessary to dispose of the item of business upon which the President debated. As soon as possible after the item is disposed of, he should ask the President to resume his chair.
  3. The President should rarely leave the chair and take part in debate. In so doing, particularly on questions where there are strong feelings on both sides, he may lose the confidence of the opposing side. As President, he should be most concerned with presiding in a fair and impartial manner.
  4. It is not necessary for the President to leave the chair when providing information for members.

#### **15.4 Classification and Order of Precedence of Motions**

- a) Rules of Precedence. According to rules of parliamentary procedure, some motions are of a higher rank than others. This rank of importance is called precedence. Two fundamental rules of precedence operate in parliamentary law. One specifies that when a motion is pending, one may propose a motion of higher precedence but cannot propose a motion of lower precedence. The other rule specifies that motions must be voted upon in reverse order of their proposal.
- b) Order of Precedence.
1. Privileged Motions.
    - (a) Adjourn. (unqualified)

- (b) Orders of the day.
- 2. Incidental Motions. (These have no rank of order among themselves.)
  - (a) Point of order.
  - (b) Appeal from the decision of the chair.
  - (c) Suspend standing rules.
  - (d) Division of the assembly.
  - (e) Nominations: to make, close, and reopen.
  - (f) Parliamentary inquiry.
  - (g) Leave to withdraw a motion.
- 3. Subsidiary Motions. (In order of precedence)
  - (a) Lay on the table.
  - (b) Previous questions.
  - (c) Refer to a committee.
  - (d) Amend.
- 4. Main Motions.
- 5. Unclassified Motions. Motions which cannot conveniently be classed as either Main, Subsidiary, Incidental or Privileged are;
  - (a) Take from the table.
  - (b) Reconsider.
  - (c) Rescind.

## **15.5 Descriptions of Motions**

### a) Main Motions.

- 1. Purpose is to present an item of business for consideration and action by the Association.
- 2. Only one main motion may be before the Association at any one time. When a main motion is pending and a subsidiary or an incidental motion arises, it must be disposed of before further consideration is given the main motion. The subsidiary motion may, however, dispose of the main motion.
- 3. Pertinent Facts.
  - (a) A second is required.
  - (b) It is always debatable and amendable.
  - (c) A majority vote is necessary.
  - (d) It may be reconsidered.
  - (e) It ranks last in precedence.

### b) Lay on the Table. (Subsidiary Motion)



1. Purpose is to temporarily delay action on an item of business. Such a delay may be desired to give members time to consider the proposal further or to consider business of a more urgent nature.
2. When a motion is tabled, all amendments and other motions belonging to it are also tabled.
3. Pertinent Facts.
  - (a) A second is required.
  - (b) It is always debatable and amendable.
  - (c) A majority vote is necessary.
  - (d) It may be reconsidered.

c) Previous Questions. (Subsidiary Motion)

1. Purpose is to terminate discussion on the motion or motions before the Association and to secure an immediate vote.
2. If the previous question is called for without qualifications, only the immediately pending question is affected. If it is desired to close debate and vote on all pending questions, such as to refer to a committee and its amendment, then it is necessary to state, "I move the previous question on the motion to refer to its amendment."
3. Pertinent Facts.
  - (a) A second is required.
  - (b) It is always debatable and amendable.
  - (c) A two-thirds vote is necessary.
  - (d) It may be reconsidered before the affirmative vote is taken on the pending question, or questions.

d) Refer to a Committee. (Subsidiary Motion)

1. Purpose is to place the question temporarily in a committee.
2. This action may be desired to:
  - (a) Secure more detailed information.
  - (b) Secure a recommendation from a smaller group.
  - (c) Ensure privacy when dealing with a delicate matter.
  - (d) Allow a more informal discussion of the item of business.
  - (e) Give a committee power to act.
3. The member offering the motion to refer to a committee may specify whether it is to go to a standing or special committee. If he specifies a

special committee, he may also indicate the number to serve on the committee, how selected, who is to be chairman and special instructions for their operation. Amendments may also be used to bring about these events.

4. An item of business referred to a committee may be withdrawn:
  - (a) By reconsidering the vote referring it to a committee, provided the question has not been taken up by the committee.
  - (b) If the question has been taken up, by discharging the committee. A motion should be offered to discharge the committee. This motion requires a second and is debatable.
5. To discharge the committee requires a two-thirds vote. A motion is then necessary to get the business back before the Association after a committee has been discharged.
6. Pertinent Facts.
  - (a) A second is required.
  - (b) It is always debatable and amendable.
  - (c) A majority vote is required.
  - (d) It may be reconsidered before the committee takes up the question.

e) Amend. (Subsidiary Motion)

1. Purpose is to modify the motion that is under consideration.
2. Amendments are of two kinds, first rank and second rank. An amendment applying to an original motion is of the first rank and an amendment to an amendment is of the second rank. There can be only one amendment of each rank under consideration at a time but as soon as one is voted upon, another of the same rank may be proposed.
3. An amendment, either first or second rank, may be made by striking out, inserting or adding, or by striking out and inserting words.
4. Pertinent Facts.
  - (a) A second is required.
  - (b) It is debatable when the motion to which it applies is debatable.
  - (c) It may be amended by an amendment of the second rank.
  - (d) An amendment to an amendment (one of the second rank) cannot be amended.
  - (e) A majority vote is required.
  - (f) It may be reconsidered.

f) Point of Order. (Incidental Motion)

1. Purpose is to enforce the rules by calling attention to a violation of the rules or a mistake in procedure.
2. The President is duty bound to enforce correct rules of procedure. He should, therefore, call members out of order when they are in error. Members may also insist upon correct procedure of business by rising to a point of order when the need arises. The point of order must be made at that time the breach of order occurs. Exceptions to this would be in situations where the motion was in violation of the constitution, standing rules, or of fundamental parliamentary procedure, so that, if adopted, it would be null and void. In these situations it is never too late to rise to a point of order.
3. If a member rises to a point of order and does not agree with the decision rendered, he may appeal from the decision.
4. Pertinent Facts.
  - (a) It does not require a second.
  - (b) It is debatable and unamendable.
  - (c) Recognition is not necessary.
  - (d) A vote is not required unless referred to the Association for their decision, at which time a majority vote is necessary.
  - (e) It may not be reconsidered.
  - (f) It may interrupt a speaker.

g) Appeal from the Decision of the Chair. (Incidental Motion)

1. Purpose is to obtain a decision from the Association to a question on which the President has made a decision.
2. A decision is usually made in connection with terms of business concerning the welfare of the entire Association, such as the President "deciding" the Association will sponsor a banquet, or "deciding" on a point of order.
3. An announcement of a vote and an answer to a parliamentary inquiry are not decisions of the chair, and therefore cannot be appealed from.
4. An appeal must be made at the time the ruling is made and before any debate or business has intervened, otherwise it is too late.
5. Pertinent Facts.
  - (a) A second is required.

- (b) It is debatable except in cases where it relates to indecorum (improper conduct) priority of business, or deviation from the rules of speaking.
- (c) It cannot be amended.
- (d) A majority vote or tie vote sustains the chair.
- (e) It can be reconsidered.

h) Suspend Standing Rules. (Incidental Motion)

1. Purpose is to permit the Association to do something that cannot be done without violating its standing rules.
2. Standing rules are those rules that are adopted in a meeting without the need of giving previous notice. A majority vote is required.
3. The motion to suspend standing rules may be offered prior to the item of business to which it pertains or it may be offered while the question is pending. For example, if it is desired to introduce an item of business which would be in violation of a standing rule, the rule may first be suspended, then the item of business introduced. It is also proper to first introduce the item of business and when it is opened for discussion, one may then move to suspend the rule involved and when this is passed, proceed with the disposal of the main motion.
4. The suspension of a rule is in effect only for the reason for which it was suspended. Following the action taken under suspension, the original rule is again in effect.
5. General consent is frequently used in situations where standing rules need to be suspended.
6. It is not in order to suspend rules relating to a constitution and bylaws. Neither is it in order to suspend rules dealing with fundamental principles of parliamentary law.
7. Pertinent Facts.
  - (a) A second is required.
  - (b) It is undebatable and unamendable.
  - (c) A majority vote is required. (A two-thirds vote is required to suspend an order of business that has been adopted.)
  - (d) It cannot be reconsidered.

i) Division of the Assembly. (Incidental Motion)

1. Purpose is to determine the accuracy of a vote, especially when taken by voice or by show of hands.

2. If a member feels that a voice vote, or one taken by a show of hands, is not accurate, he may request verification of the vote by calling for a division of the assembly. This must be done before another motion has been stated and may be requested even if another member has the floor.

3. Pertinent Facts.

- (a) A second is not required.
- (b) It is undebatable and unamendable.
- (c) A vote is not required to order a standing vote.
- (d) Recognition is not necessary.
- (e) It can interrupt a speaker.
- (f) It cannot be reconsidered.

j) Nominations and Elections. (Incidental Motion)

1. Purpose is to present to the Association the name of a candidate for a certain office or position.

2. Nominations may be made by a committee or from the floor by a member. Even when a nominating committee is used, nominations may be made by members when the floor is open for further nominations.

3. To offer a nomination, after the floor is open for such, a member obtains the floor and states, "I nominate... for..." The President then asks for further nominations. If there are none, nominations are closed and the vote taken. Candidates are voted upon in order in when they were nominated.

4. Closing Nominations - Nominations may be closed by a two-thirds vote or by general consent. The motion to close nominations requires a second, is undebatable, and can be amended as to time only.

5. Pertinent Facts.

- (a) A second is not required to nominate.
- (b) A majority vote is required to elect.

k) Parliamentary Inquiry. (Incidental Motion)

1. Purpose is to permit a member to gain parliamentary information. Information desired may pertain to the procedure for introducing business, rules governing a motion, action to take concerning a pending question, what motion to use, or effect of a motion.

2. Pertinent Facts.

- (a) A second is not required.

- (b) It is undebatable and unamendable.
- (c) A vote is not required.
- (d) It cannot be reconsidered.
- (e) Recognition is not necessary.
- (f) It may interrupt a speaker.

l) Leave to Withdraw a Motion. (Incidental Motion)

1. Purpose is to permit the withdrawal of a motion from consideration by the Association.
2. The proposer of a motion may withdraw or modify his motion without the consent of anyone before it is stated by the chair. If he modifies it, the seconder may withdraw his second if he so desires.
3. After a motion has been stated by the President, it belongs to the Association and cannot be withdrawn without its consent. This may be granted by general consent. If there is an objection, however, a vote must be taken.
4. Pertinent Facts. (After having been stated by the President)
  - (a) A second is not required.
  - (b) It is undebatable and unamendable.
  - (c) A majority vote is required.
  - (d) It cannot be withdrawn after voting has commenced.
  - (e) The affirmative vote cannot be reconsidered but the negative vote may.

m) Adjourn. (Privileged Motion)

1. Purpose is to terminate (close) the meeting.
2. The motion to adjourn is a privileged motion when unqualified but if it is qualified, it loses its privilege and becomes a main motion.
3. A motion to adjourn is unqualified when the proposer merely states, "I move that we adjourn." It becomes qualified when he adds something such as, "I move that we adjourn in fifteen minutes."
4. Pertinent Facts. (When unqualified)
  - (a) A second is not required.
  - (b) It is undebatable and unamendable.
  - (c) A majority vote is required.
  - (d) It cannot be reconsidered.
  - (e) The cannot be made while the Association is voting or verifying the vote unless the vote is by ballot.

n) Call for Orders of the Day. (Privileged Motion)

1. Purpose is to demand that the Association conform to its order of business or program.
2. A call for orders of the day can be made only when the order of business is being varied from and when no other privileged motion is pending. It is out of order to call for orders of the day when there is no variation from the order of business. No subsidiary motion may be applied to a call for orders of the day.
3. Pertinent Facts.
  - (a) A second is not required.
  - (b) It is undebatable and unamendable.
  - (c) A two-thirds negative vote is required to not return to the regular orders.
  - (d) It cannot be reconsidered.

o) Take from the Table. (Unclassified Motion)

1. Purpose is to again bring a question before the Association for further consideration.
2. A motion cannot be taken from the table until some business has been transacted since it was tabled. When taken from the table, the motion is in exactly the same condition as when tabled.
3. Pertinent Facts.
  - (a) A second is not required.
  - (b) It is undebatable and unamendable.
  - (c) A majority vote is required.
  - (d) It cannot be reconsidered.

p) Reconsider. (Unclassified Motion)

1. Purpose is to permit the reconsidering of a vote previously taken on a motion and to again reconsider the question.
2. A motion to reconsider must be made by a member who voted on the prevailing side, unless the vote was by ballot. It is also necessary to offer the motion on the day the vote was taken or on the next calendar day.
3. Pertinent Facts.
  - (a) A second is not required.
  - (b) It is debatable if the question to be reconsidered is debatable.

- (c) It is unamendable.
- (d) A majority vote is required.
- (e) It cannot be reconsidered.

q) Rescind. (Unclassified Motion)

1. Purpose is to cancel action taken by the Association.
2. Any action, except action that cannot be reversed, may be rescinded by the Association. The motion to rescind is a main motion and can be made by any member when no motion is pending. It is debatable and opens the main question to debate if the main question is debatable.
3. Pertinent Facts.
  - (a) A second is not required.
  - (b) It is debatable and amendable.
  - (c) A majority vote is required if previous notice of the proposed action was given, otherwise a two-thirds vote is required.
  - (d) It cannot be applied to action that cannot be reversed.
  - (e) Only the negative vote can be reconsidered.

## 15.6 Miscellaneous

a) Adopting An Order of Business.

1. An order of business will be established and the following items will be included in an inclusive order of business:
  - (a) Opening ceremony.
  - (b) Secretary's Report.
  - (c) Chief Financial Officer's Report.
  - (d) Director's Reports.
  - (e) Committee Reports.
  - (f) Old Business.
  - (g) New Business.
  - (h) Closing ceremony.
2. If it is desired to transact business out of its order, when an order of business has been adopted, it is necessary to suspend the rules, which requires a two-thirds vote.

b) Committees.

1. Committees are usually either classed as "standing" or "special."
2. The chairman of a committee is usually responsible for calling committee meetings but such may be called by any two of its members.



3. The rules for conducting business in committees differ somewhat from those of conducting business in an association meeting, unless the committee is a very large one. For example, it is not necessary for one to rise and address the chair before making a motion or speaking. The chairman does not rise to put the question or leave the chair to speak or make motions. In committee meetings, it is not necessary to second motions.

c) Committee Reports.

1. When committees have been charged with the responsibility of investigating or reporting upon a matter, their report should close with a formal resolution pertaining to all their recommendations. The Association may then adopt or reject their recommendation.
2. If a report contains only information for the Association members, there is no necessity for adopting the report. If the report contains a recommendation or action to be taken, then a motion to "accept the report" should be offered. If this passes, the Association has then assumed responsibility for the committee report.
3. A copy of each committee report should be filed with the Secretary.

d) Chief Financial Officer's Report.

1. A financial report from the Chief Financial Officer is not acted upon by the Association. Such a report is for information only since it will later be checked by an audit committee, which will make a report upon which the Association must act. For this reason, the Chief Financial Officer's report should never be accepted by the Association.
2. Following a report from the Chief Financial Officer, the President should remark that it is for the information of members and will be referred to the auditing committee. A copy of the report should be filed with the auditing committee and with the Secretary for his information.

e) Minutes of Meetings.

1. The reading of the minutes is usually requested by the President stated: "We will now have the minutes of the previous meeting."
2. After the Secretary has read the minutes, the President may remark: "Are there any corrections or additions to the minutes? (Pause) If not, they stand approved as read." (One tap of the gavel follows.)

3. Following the approval of the minutes, they should be signed by the President. It is proper for the Secretary to take the minutes to the President's station for this signing.
4. Minutes may be corrected at any time without reconsidering the vote approving them. They may also be corrected whenever the error is noticed regardless of the time, which has elapsed.
5. Corrections are usually made informally by the chair directing the correction to be made. If an objection is made, a formal motion in the form of an amendment may be offered and voted upon by the Association.
6. Minutes of the meeting shall be reviewed by legal counsel and approved as to form and sufficiency before becoming final

## **16.0 MAINTENANCE, REVIEW & AMENDMENTS OF THE MANUAL**

This Manual should serve as a tool for conducting the Association's business in a professional, efficient and orderly manner. Its purpose is to facilitate operations in a fair, equitable way for the benefit of all Association members. It should not be ignored. If it is a hindrance or becomes outdated, it should be amended.

### **16.1 Responsibility for Manual Maintenance**

The maintenance of the Manual shall rest with the ALEA Manuals Committee of the Association. All officers and board members shall have a current copy. Other copies may be distributed at the discretion of the Board of Directors. All changes made during the year shall be published and distributed to current users as the changes are approved by the Board.


### **16.2 Annual Review by ALEA Manuals Committee**

The ALEA Manuals Committee shall be responsible for an annual review of the manual. The Committee may designate some other body within the Association to review and report its recommendations for changes to the Board.

### **16.3 Amendment Procedures**

Recommended changes to the manual shall be made in writing to the Chair of the ALEA Manuals Committee for review and submission to the Board of Directors.

Approved by the Board of Directors of the Airborne Law Enforcement Association,  
Inc. as amended on this 16th day of January, 2015

  
Rob O'Quinn, Secretary Pro Temp

**APPENDIX “A”**

**ARTICLES OF INCORPORATION**

**OF**

**AIRBORNE LAW ENFORCEMENT ASSOCIATION INCORPORATED**

**I. NAME**

The name of the corporation is AIRBORNE LAW ENFORCEMENT ASSOCIATION INCORPORATED.

**II. PURPOSES AND POWERS**

The purposes for which this corporation is formed are:

(a) The specific and primary purpose is to promote, develop, prepare, disseminate and evaluate information with respect to the safe utilization of aircraft as a tool of law enforcement and airborne law enforcement techniques, equipment, and philosophy as an educational service for members of the organization and the public.

(b) The general purposes and powers are:

(i) To receive property by devise or bequest, subject to the laws regulating the transfer of property by will, and otherwise to acquire and hold all property, real or personal, including, without limitation, shares of stock, bonds, and securities of other corporations.

(ii) To sell, convey, exchange, lease, mortgage, encumber, transfer on trust, or otherwise dispose of, any such property, both real and personal, as the objects and purposes of the corporation may require, subject to such limitations as may be prescribed by law..

(iii) To make and perform contracts in furtherance of the purposes of this corporation.

(iv) To act as trustee under any trust incidental to the principal objects of the corporation, and receive, hold, administer, and expend funds and property subject to such trust.

(v) To borrow money, contract debts, and, from time to time, issue bonds, notes, and debentures, and to secure the payment or performance of its obligations.

(vi) To sue and be sued.

(vii) To qualify to carry on its nonprofit activities in any other state, territory, dependency, or foreign country, and to conduct its nonprofit activities within or without the State of California.

(viii) To adopt, use, and at will alter, a corporate seal, but failure to affix a seal shall not affect the validity of any corporate instrument.

(ix) To do all other acts necessary or expedient for the administration of its affairs and the attainment of its purposes.

(x) To have and exercise all the rights and powers conferred on nonprofit corporations under the General Nonprofit Corporation Law of California, as such law is now in effect or may at any time hereafter be amended.

(xi) To act as principal, agent, joint venturer, partner, or in any other capacity which may be authorized or approved by the Board of Directors of the corporation and which the Board may deem proper or convenient in connection with any of the foregoing purposes, or which may be calculated directly or indirectly to promote the interests of this corporation.

The foregoing statement of purposes shall be construed as a statement of both purposes and powers, and the purposes and powers stated in each clause shall, except where otherwise expressed, be in no way limited or restricted by an reference to or inference from the terms or provisions of any other clause, but shall be regarded as independent purposes and powers.

(c) Notwithstanding any of the above statements of purposes and powers, this corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the primary purpose of this corporation.

### **III. ORGANIZATION**

This corporation is a nonprofit public benefit corporation and is not for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for public purposes.

### **IV. PRINCIPAL OFFICE**

The principal office of the corporation for the transaction of its business and the retention of its official books and records shall be such place as is designated by a majority of the Board of Directors; and may be located either within or without the State of California.

### **V. DIRECTORS**

The names and addresses of the persons who are to act in the capacity of Directors until the selection of their successors are:

<u>Name</u>	<u>Address</u>
ROBERT M. MORRISON	8461 Yorktown Avenue Huntington Beach, California 92648
ROBERT L. PAUL	2425 Willow Avenue Tallahassee, Florida 32304
DAVID A. DAILEY	2639 Maplewood Drive Columbus, Ohio 43229
JAMES R. HEDLESTEN	RR #2, 20004 Old Columbus Road London, Ohio 43140
VIRGIL E. KARL	1768 Leone Avenue St. Paul, Minnesota 55107
R. R. RAFFENSBERGER	2 Oakmere Road Owings Mills, Maryland 21117
NORMAN JARKE	5434 Rollingridge Drive San Antonio, Texas 73228
THOMAS J. MCGIVNEY	10735 Karengale Lane Jacksonville, Florida 32225
ROBERT A. MORSE	411 Queen Anne Drive Chula Vista, California 92101

## **VI. ACTION BY CONSENT OF BOARD WITHOUT MEETING**

Any action required or permitted to be taken by the Board of Directors under any provision of law may be taken without a meeting, if all members of the Board shall individually or collectively consent in writing to such action. Such written consent or consents shall be filed with the minutes of the proceedings of the Board. Such action by written consent shall have the same force and effect as the unanimous vote of such Directors. Any certificate or other document filed under any provision of law which relates to action so taken shall state that the action was taken by the unanimous written consent of the board of Directors without a meeting and that the Articles of Incorporation authorize the Directors to so act, and such statement shall be prima facie evidence of such authority.

## **VII. BYLAW PROVISIONS**

(a) Directors. The manner in which Directors shall be chosen and removed from office, their qualifications, powers, duties, compensation, and tenure of office, the manner of filling vacancies on the Board, and the manner of calling and holding meetings of Directors, shall be as stated in the Bylaws.

(b) Members. The authorized number, if any, and qualifications of members of the corporation, the filling of vacancies, the different classes of membership, if any, the property, voting and other rights and privileges of members, and their liability for dues and assessments and the method of collection, and the termination and transfer of membership shall be as stated by the Bylaws.

## **VIII. DEDICATION AND DISSOLUTION**

(a) The property of this corporation is irrevocably dedicated to education purposes and no part of the net income or assets of this organization shall ever inure to the benefit of any director, officer, or member thereof or to the benefit of an private person.

(b) On the dissolution or winding up of the corporation its assets remaining after payment of, or provision for payment of, all debts and liabilities of this corporation, shall be distributed to a nonprofit fund, foundation, or corporation which is organized and operated exclusively for education purposes and which has established its tax exempt status under Section 501 (c)(3) of the Internal Revenue Code.

(c) If this corporation holds any assets on trust, or the corporation is formed for charitable purposes, such assets shall be disposed of in such manner as may be directed by decree of the superior court of the county in which the corporation has its principal office, on petition therefore, by the Attorney General or by any person concerned in the liquidation, in a proceeding to which the Attorney General is a party.

## **IX. LIMITATION ON CORPORATE ACTIVITIES**

No substantial part of the activities of this corporation shall consist of the carrying on of propaganda, or otherwise attempting, to influence legislation, nor shall this corporation participate in, or intervene in (including the publishing or distributing of statements), any political campaign on behalf of any candidate for public office.

## **X. DISTRIBUTION OF INCOME AND PROHIBITED ACTIVITIES**

Notwithstanding any other provision in these Articles of Incorporation, the corporation shall be subject to the following limitations and restrictions:

(a) The corporation shall distribute its income for each taxable year at such time and in such manner as not to become subject to the tax on undistributed income imposed by Section 4942 of the Internal Revenue Code of 1954.

(b) The corporation shall not engage in any act of self-dealing as defined in Section 4941 (d) of the Internal Revenue Code of 1954.

(c) The corporation shall not retain any excess business holdings as defined in Section 4943 (c) of the Internal Revenue Code of 1954.

(d) The corporation shall not make any investments in such manner as to subject it to tax under Section 4944 of the Internal Revenue Code of 1954.

(e) The corporation shall not make any taxable expenditures as defined in Section 4945 (d) of the Internal Revenue Code of 1954.

#### **XI. NAME OF EXISTING ASSOCIATION**

The name of the unincorporated association which is being incorporated is Airborne Law Enforcement Association.

#### **XII. ADOPTION OF THE PROVISIONS OF PUBLIC BENEFIT CORPORATION LAWS**

In accordance with the provisions of Section 9913 of the California Corporation Code, this corporation elects to be governed by all of the provisions of the California Nonprofit Public Benefit Corporation Law not otherwise applicable to this corporation under Section 9910-9927 of the Corporation Code.

IN WITNESS WHEREOF, the undersigned, being the President and the Secretary, respectively, of the Airborne Law Enforcement Association, the unincorporated association which is being incorporated hereby, have executed these Articles of Incorporation on May 10, 1976.

**NOTE:** The original Articles of Incorporation were signed by the ALEA Board Members listed in Article V.



APPENDIX “C”

**PUBLICATIONS COMMITTEE CHARTER**

**I. PURPOSE**

1. The production of regularly scheduled publications by an association is widely recognized as an excellent tool for the dissemination of association business to its members, a medium for the exchange of information to the membership, and an invaluable asset in the recruiting of new members and the retention of current members. In the furtherance of the mission of the ALEA, the Publications Committee is constituted to oversee the production of ALEA publications including Air Beat, Air Beat Today, the Annual Conference Program Guide, the ALEA Membership Directory, the ALEA E-Newsletter, and the Safety First Newsletter.

**II. AUTHORITY**

2. In accordance with the ALEA Bylaws and Policies & Procedures Manual, limited authority is granted to the Committee. That authority includes:

1. Negotiating with all agencies, companies, or persons in regards to providing services pertaining to the production and distribution of ALEA publications.
2. Coordinating with appropriate agencies, companies, or persons the production and distribution of ALEA Publications in accordance with contracts and the pre-set issue schedule.
3. Approving a draft copy of ALEA publications prior to final production.
4. Approving deviations from published advertising rates.
5. Approving expenditures of ALEA funds in accordance with contracted and/or budgeted dollar amounts.
6. Also known as “taking the power of the Board”, conducting ALEA business to the extent necessary and prudent in the performance of Committee activities.

**III. COMPOSITION OF COMMITTEE**

The committee is comprised of Board Members as appointed by the President, and who serve at the pleasure of the President.

**IV. GENERAL DUTIES AND RESPONSIBILITIES**

A. The ALEA Publications Committee shall:

1. Working with the Executive Director and Treasurer, prepare a proposed budget for the production and distribution of ALEA Publications on an annual basis.
2. Negotiate with all agencies, companies, or persons in regards to providing services pertaining to the production and distribution of ALEA publications and make recommendations to the Board of Directors.
3. Coordinate with appropriate agencies, companies, or persons the production and distribution of ALEA publications in accordance with contracts and the pre-set issue schedule.
4. Approve a draft copy of ALEA publications prior to final production.
5. Approve deviations from published advertising rates.
6. Review invoices pertaining to the production and distribution of ALEA publications to ensure compliance with contracted and/or budgeted dollar amounts and approve for payment.
7. Periodically review established advertising rates and recommend adjustments to the Board of Directors.
8. Periodically review the contracts of agencies, companies, or persons providing services pertaining to the production and distribution of ALEA publications to ensure the ALEA is paying fair market value for the services rendered.
9. Maintain liaison with advertisers and the ad sales representative to ensure the ALEA is properly represented.
10. Correspond with all appropriate agencies, companies, or persons to the furtherance of the professionalism of the ALEA publications.
11. Assist the Editorial Director, when necessary, in the solicitation and acquisition of editorial.
12. Periodically review and revise the static publications distribution lists for up-to-date distribution.

B. Additionally, the Publications Committee is responsible for:

1. Auditing each issue publication to ensure compliance with insertion orders and established advertising rates.
2. Auditing the income and expenses generated by ALEA publications to ensure compliance with budgeted amounts and notifying the Treasurer when audits indicate that expenses will exceed or income will fall short of these amounts.
3. Reporting, in the required format, all actions (including expenditures of Association funds) performed by the Committee.
4. Holding a meeting at least twice each calendar year, to include a meeting prior to each regularly scheduled ALEA Board of Directors meeting.
5. Preparing and delivering a report of activities at the General Business Meeting.
6. Exercising oversight on all matters pertaining to ALEA publications.

**V. CHAIN OF COMMAND**

Except for the reporting requirements identified elsewhere, the ALEA Publications Committee exercises the Chain of Command from the Committee Chair to the Vice President. Direction may be received from the President or Vice President.

**AWARDS & SCHOLARSHIPS COMMITTEE CHARTER**

**I. Purpose**

- A.** It is the purpose of the ALEA Awards and Scholarships Committee, in conjunction with the ALEA Board of Directors, to provide a total of twelve (12) academic scholarships to selected children of ALEA members in good standing.
- B.** Additionally, it is the purpose of the ALEA Awards and Scholarships Committee, in conjunction with the ALEA Board of Directors, to provide a total of seven (7) awards which recognize an individual or individuals whose personal efforts or actions have perpetuated the professionalism and advancement of airborne law enforcement in public service.

**II. Authority**

**A.** Limited authority is granted to the Committee in accordance with the ALEA Bylaws, Articles of Incorporation and the ALEA Policies & Procedures Manual. That authority includes:

1. Performing all acts necessary in the fulfillment of all duties and responsibilities of the Awards and Scholarships Committee.
2. Preparing written correspondence as directed in the General Duties and Responsibilities.
3. Meeting at such time and place as necessary in the performance of Committee activities.
4. Also known as “taking the power of the Board” conducting ALEA business to the extent necessary and prudent in the performance of committee activities.

NOTE: ALEA letterhead is permitted for correspondence required herein.

### **III. COMPOSITION OF COMMITTEE**

The Awards & Scholarships Committee is comprised of the Regional Directors, with the Immediate Past President serving as the chair. In the absence of an Immediate Past President, the President shall appoint another Board member to serve as chair.

### **IV. General Duties and Responsibilities**

**B.** The ALEA Awards and Scholarships Committee shall:

1. Develop awards and scholarships criteria and distribute nomination forms and scholarship applications.
2. Advertise the ALEA Awards and Scholarships process in Air Beat.
3. In conjunction with the ALEA Home Office, the committee will analyze incoming award nominations and scholarship applications and select the annual awards winners and scholarships recipients.
4. Prepare a list of award winners and scholarship recipients for the ALEA President. This list will be used by the President for the notification process.
5. Prepare letters of notification to both nominators and applicants informing them of the results of the committee’s selection process.
6. Report, in the required format, all actions (including expenditures of Association funds) performed by the Committee.

7. Hold a meeting at least twice each calendar year, to include a meeting prior to each regularly scheduled ALEA Board of Directors meeting, and distribute the agenda in required format to each committee member before each scheduled meeting of the Committee.
8. Prepare and deliver a report of activities at the annual General Membership Meeting.

**V. Additional Duties & Responsibilities**

In an effort to promote airborne law enforcement and bring additional recognition to ALEA award winners and the Association, the committee shall keep abreast of other law enforcement, aviation, and association management awards for which ALEA award winners, the Association and/or its employees, contractors, volunteers, or other members may be eligible, and nominate them accordingly.

**VI. Chain of Command**

Except for the reporting requirements identified elsewhere, the ALEA Awards and Scholarships Committee exercises the Chain of Command from the Committee Chair to the Vice President. Direction may be from the President or Vice President.

## **MANUALS COMMITTEE CHARTER**

**I. PURPOSE**

- A. It is acknowledged that informed leadership is key to the future growth and continued effective operation of the Airborne Law Enforcement Association. The ALEA Manuals Committee is constituted to provide development and oversight of association guidelines, rules, regulations and bylaws to insure quality and accurate information is made available to those individuals who are involved in the operation of the association.

**2. AUTHORITY**

- A. In accordance with the Airborne Law Enforcement Association By-laws and Manuals, limited authority is granted to the committee. That authority includes:
  1. Reviewing and revising material in Manuals to accurately reflect current board of director's decisions and directions.
  2. Initiating and promulgating changes to Manuals as appropriate.

3. Coordinating with various Airborne Law Enforcement Association elected, appointed and employed staff issues affecting the appropriate wording of the Manuals.
  4. Also known as “taking the power of the board”, conducting Airborne Law Enforcement Association business to the extent necessary and prudent in the performance of committee activities.
- B. Written correspondence is limited to interoffice memoranda, signed by the committee chair or the entire committee, whichever is deemed appropriate by the committee chair.

NOTE: Unless specifically authorized by the president, correspondence on Airborne Law Enforcement Association letterhead is prohibited.

3. **GENERAL DUTIES AND RESPONSIBILITIES**

- A. The Airborne Law Enforcement Association Manuals Committee shall:
1. Periodically review the Airborne Law Enforcement Association Manuals to include:
    - a. Following each board of directors meeting to incorporate and amend any manual in accordance with motions and directions given by the board.
    - b. Following each general membership meeting to incorporate and amend any manual in accordance with motions and directions given by the membership.
  2. Publish and promulgate any manual amendments using a system which enables manual holders and users to ascertain the currency of the information contained in the manual.

4. **SPECIAL DUTY - COMMITTEE CHAIR**

- A. The committee chair shall personally insure an accurate and current master copy of all Airborne Law Enforcement Association Manuals are held at the corporate headquarters.

5. **CHAIN OF COMMAND**

- A. Except for the reporting requirements identified elsewhere, the Airborne Law Enforcement Association Manuals Committee exercises the chain of command from the committee chair to the vice president. Direction may be received from the president or vice president.

## **BUDGET MANAGEMENT COMMITTEE CHARTER**

### **I. PURPOSE**

Understanding that an organization can be effective only if it has sufficient finances to meet its purpose, and recognizing that one of its primary fiduciary responsibilities to the Association and its members is to ensure adequate financial resources, the ALEA Board of Directors has constituted the Budget Management Committee to provide conscientious oversight of the management of the Association's resources.

### **II. AUTHORITY**

In accordance with the ALEA Bylaws and Policies & Procedures Manual, limited authority is granted to the Budget Management Committee. That authority includes:

1. Preparation of an annual budget for review and adoption by the Board.
2. Monitoring income and expenses against the approved budget and making adjustments where necessary to ensure availability of adequate resources.
3. Overseeing investment performance and approving investments from those suggested by the Association's professional investment advisor(s).

### **III. COMPOSITION OF COMMITTEE**

The committee is comprised of Board Members as appointed by the President, and who serve at the pleasure of the President. Due to his duties and responsibilities as delineated in the Bylaws and Policies & Procedures Manual, the Treasurer shall serve as the chair of this committee.

### **IV. GENERAL DUTIES AND RESPONSIBILITIES**

The Budget Management Committee shall:

1. Prepare an annual budget for review and adoption by the Board.
2. Monitor income and expenses against the approved budget and make adjustments where necessary to ensure availability of adequate resources.
3. Review the Investment Policy, ensuring it meets the Association's short - and long-term goals, and suggest changes to the Board as needed.
4. Review monetary policies, ensuring that they balance the Association's short- and long term needs.

5. Work closely with the Association's professional investment advisor(s) to ensure adequate asset allocation and diversification in managed accounts, ensuring compliance with the Association's investment and monetary policies.
6. Oversee investment performance and approve investments from those suggested by the Association's professional investment advisor(s).
7. Ensure that there are adequate reliable and diverse revenue sources to meet the Association's income needs.
8. Ensure adequate cash management controls.
9. Monitor the Association's reserve funds.
10. Ensure that the Association's financial systems and practices meet accepted standards.
11. Ensure that the Association is not subject to unnecessary financial risk.
12. Prepare, or cause to be prepared, financial reports as required to the Board of Directors.
13. Hold a meeting at least twice each calendar year, to include a meeting prior to each regularly scheduled ALEA Board of Directors meeting.
14. Report, in the required format, all actions (including expenditures of Association funds) performed by the committee.
15. Prepare a report of activities to be distributed at the General Business Meeting.
16. Report on the financial condition of the Association annually to the general membership.
17. Encourage financial literacy training for all Board members.

**V. CHAIN OF COMMAND**

The ALEA Budget Management Committee, being chaired by the Treasurer, exercises the Chain of Command from the Committee Chair to the President. Direction may be received from the President and /or the Board of Directors as a whole.



## CONFERENCE & SEMINARS COMMITTEE CHARTER

### I. PURPOSE

Whereas the ALEA is an educational association which conducts training events primarily in the form of annual conferences and regional safety seminars, and whereas the location and conduct of these events has a significant bearing on the success of the event and, therefore, the Association, the ALEA Board of Directors has constituted the Conference & Seminars Committee to provide guidance on the selection of locations and conduct of these events.

### II. AUTHORITY

In accordance with the ALEA Bylaws and Policies & Procedures Manual, limited authority is granted to the Committee. That authority includes:

1. Assisting in the development of minimum criteria required for locations, and host agencies if applicable, to be able to submit a bid for consideration.
2. Selecting locations from which to solicit bids for annual conferences and regional safety seminars.
3. Reviewing bid responses and recommending locations for the Association's training events to the Board for consideration.
4. Disseminating information to the Board to assist in the selection of training event locations.
5. A committee member accompanying the Executive Director/CEO and Meeting & Events Planner on "fam trips", when available, to assess location suitability for an Association training event.
6. Written correspondence limited to Interoffice Memos signed by the Committee Chair or the entire Committee.
7. Meeting at such time and place as necessary in the performance of Committee activities.
8. Also known as "taking the power of the Board", conducting ALEA business to the extent necessary and prudent in the performance of Committee activities.

### III. COMPOSITION OF COMMITTEE

The committee is comprised of Board Members as appointed by the President, and who serve at the pleasure of the President.

**IV. GENERAL DUTIES AND RESPONSIBILITIES**

The Conference & Seminars Committee shall:

1. Provide input into the development of ALEA training event host location criteria. This includes criteria for the physical location as well as any host agency.
2. Periodically review training event host criteria in terms of sufficiency and suggest modifications as applicable to the Board for consideration.
3. Suggest locations from which to solicit bids for ALEA training events.
4. Review bids received from potential host sites and make recommendations for Board consideration.
5. Provide information about all bids received to the Board for review and consideration.
6. When possible and available, appoint a representative to accompany the Executive Director/CEO and Meeting & Events Planner on “fam trips” to locations under consideration as an ALEA training event host to assist in the assessment of site suitability.
7. Work with other ALEA Committees, such as the Education & Training Committee, to ensure adequate sites and criteria are in place for the fulfillment of their duties and responsibilities.
8. Report, in the required format, all actions (including expenditures of Association funds) performed by the Committee.
9. Hold a meeting at least twice each calendar year, to include a meeting prior to each regularly scheduled ALEA Board of Directors meeting.
10. Prepare and deliver a report of Committee activities at the General Membership Meeting.

**V. CHAIN OF COMMAND**

Except for the reporting requirements identified elsewhere, the ALEA Conference & Seminars Committee exercises the Chain of Command from the Committee Chair to the Vice President. Direction may be received from the President or Vice President.

## MEMBERSHIP COMMITTEE CHARTER

### I. PURPOSE

It is acknowledged that a strong membership is viable to the future growth of the Airborne Law Enforcement Association. The ALEA Membership Committee is constituted to provide oversight to insure continued growth within all classes of ALEA Membership.

### II. AUTHORITY

A) Limited Authority is granted to the Committee in accordance with the ALEA Bylaws, Articles of Incorporation or the ALEA General Manual. That authority includes:

- 1) To do all acts necessary in the performance of all duties imposed on the Membership Committee collectively or individually.
- 2) Written correspondence is limited to Interoffice Memos signed by the Committee Chair of the entire Committee, whichever is deemed appropriate by the Chair of the Association.
- 3) To meet at such time and place as necessary in the performance of Committee activities.

NOTE: Unless specifically authorized by the ALEA President, correspondence on ALEA letterhead is prohibited.

### III. GENERAL DUTIES AND RESPONSIBILITIES

A) The ALEA Membership Committee shall:

- 1) Periodically review the membership dues structure and evaluate the cost of membership service.
- 2) Determine the need, if necessary, to create new incentive programs and/or materials to aid in the recruitment and retention of ALEA members.
- 3) Administer the Deputy Director program to include:
  - a. Provide a method to evaluate and assess the needs of the Deputy Director.
  - b. Produce a quarterly Deputy Director Newsletter.
- 4) Report to the President and Board of Directors as required.
- 5) Reporting, in the required format, all actions (including expenditures of Association funds) performed by the Committee.
- 6) Hold a meeting at least twice each calendar year and report the agenda in required format for distribution to each committee member before every scheduled meeting of the Committee.

### IV. CHAIN OF COMMAND

Except for the reporting requirements identified elsewhere, the ALEA Membership Committee exercises the Chain of Command from the Committee Chair to the Vice President. Direction may be from the President or Vice President.

A) Membership Recruiting Awards Program:

It is acknowledged that membership recruiting has considerable value to our association and further that extraordinary individual effort in this regard should be recognized. As such, the ALEA Membership

Recruiting Awards Program, known as the “Refer-a-Member Program” shall consist of the following:

- 1) Each member who brings in 3 new members will receive one year of free membership.
  - 2) Each member who brings in 9 new members will receive one free conference registration.
  - 3) Each member who brings in 12 new members will receive one free pre-conference course. The person who brings in the most new members is also the recipient of the Recruiter of the Year Award (name on plaque and presentation of the trophy at the general business meeting).
- B) The Membership Manager, in conjunction with the Membership Committee, shall administer this program. Records of the individual recruiting efforts of ALEA members shall be maintained for each annual period beginning July 1st through June 30th of the following year. The names of member(s) qualifying for the awards will be forwarded to the Chairman of both the Awards and Scholarships Committee and the Membership Committee. The Chairman of the Awards and Scholarships Committee shall acknowledge these names at the Annual Awards Banquet. At the ALEA General Membership Meeting, the President, or his designee, will announce and/or present the awards. These award recipients will be notified of their award status and invited to the appropriate event.

## **SAFETY COMMITTEE CHARTER**

### **I. PURPOSE**

The specific and primary purpose is to develop, promote and disseminate a safety program with respect to the safe utilization of public safety aviation units. It is a function of the Airborne Law Enforcement Association to provide an effective safety program that can be utilized by its members to provide safe and professional service to their agencies and the public.

### **II. AUTHORITY**

- A.** In accordance with the **ALEA** Bylaws and Policies and Procedures Manual limited authority is granted to the Committee. That authority includes:
1. Evaluate subject matter that should be provided to ALEA members.
  2. Assist the Safety Program Manager in selecting instructional material and qualified instructors to present material if necessary.

3. Develop, with input from the Safety Program Manager, a budget for the Safety Program.
4. Work with the Training Program Manager, ALEA staff and the Safety Program Manager to disseminate relevant information to the membership.
5. “Taking the power of the board” when so directed when conducting ALEA business to the extent necessary in the performance of Committee activities.

- B.** Written correspondence is limited to Interoffice Memo signed by the Committee Chair or the entire committee, whichever is deemed appropriate by the Chair. Unless authorized by the President, correspondence on ALEA letterhead is prohibited.

### **III. GENERAL DUTIES AND RESPONSIBILITIES**

The ALEA Safety Committee shall:

1. Work with the Safety Program Manager to develop material relevant to the Safety Program to be presented to the membership and the public.
2. Provide assistance to the Regional Directors for the presentation of the Safety Program at Regional Safety Seminars.
3. Work with the Safety Program Manager to disseminate information to the membership through articles in AIRBEAT, the ALEA website and conference and seminar classes and courses.

### **IV. CHAIN OF COMMAND**

Except for reporting requirements identified elsewhere, the Safety Committee exercises the Chain of Command from the Committee Chair to the Board of Directors. Direction may be received from the President or Vice President.

## **RESEARCH & SURVEYS COMMITTEE CHARTER**

### **I. PURPOSE**

Recognizing the benefit to our members, both Individual and Corporate, of obtaining and disseminating information on the state of public safety aviation, as well as collecting information on the operations of the Association from members to use as a metric of the effectiveness of Association programs, the ALEA Board of Directors has constituted the Research & Surveys Committee to provide guidance on the type and scope of information collected and the uses of that information by the Association.

**II. AUTHORITY**

In accordance with the ALEA Bylaws and Policies & Procedures Manual, limited authority is granted to the Committee. That authority includes:

1. Selecting topics for which the Association will collect information.
2. Assisting in the development of specific questions relevant to the selected topics.
3. Providing guidance on the frequency of the collection of information.
4. Providing guidance on the dissemination of information collected.
5. Written correspondence limited to Interoffice Memos signed by the Committee Chair or the entire Committee.
6. Meeting at such time and place as necessary in the performance of Committee activities.
7. Also known as “taking the power of the Board”, conducting ALEA business to the extent necessary and prudent in the performance of Committee activities.

**III. COMPOSITION OF COMMITTEE**

The committee is comprised of Board Members as appointed by the President, and who serve at the pleasure of the President.

**IV. GENERAL DUTIES AND RESPONSIBILITIES**

The Research & Surveys Committee shall:

1. Monitor trends in public safety aviation and programs within the Association to determine the need to collect information.
2. Determine what type of information is to be collected.
3. Assist in the development of questions designed to obtain the information desired.
4. Provide guidance as to the information to be disseminated.
5. Provide guidance as to the method of information distribution.
6. Work with other ALEA Committees to assess any information collection needs they may have in fulfillment of their duties and responsibilities.

7. Report, in the required format, all actions (including expenditures of Association funds) performed by the Committee.
8. Hold a meeting at least twice each calendar year, to include a meeting prior to each regularly scheduled ALEA Board of Directors meeting.
9. Prepare and deliver a report of Committee activities at the General Membership Meeting.

**V. CHAIN OF COMMAND**

Except for the reporting requirements identified elsewhere, the ALEA Research & Surveys Committee exercises the Chain of Command from the Committee Chair to the Vice President. Direction may be received from the President or Vice President.

**UNMANNED AIRCRAFT SYSTEMS COMMITTEE  
CHARTER**

**I. PURPOSE**

Whereas the emergence of unmanned aircraft systems (UAS) as a resource for a wide variety of public safety applications represents one of the most significant advancements since the beginning of flight; and whereas the relatively low cost of small unmanned aircraft systems (sUAS) provides an opportunity for the proliferation of these systems in public safety operations as agencies operating conventional aircraft supplement their capabilities, and those which heretofore could not afford aviation assets enter into public safety aviation to benefit from the situational awareness provided by an aerial perspective; and recognizing that the rapid advancement of this technology creates unique operational challenges for public safety operators, the ALEA Board of Directors has constituted the Unmanned Aircraft Systems Committee to: monitor the UAS industry and legislation that may affect public safety aviation's use of these systems, and report significant events to the membership; advocate for the lawful, responsible, and safe use of UAS; provide guidance to the public safety community on the use of UAS; and actively promote UAS as an essential and effective public safety tool.

**II. AUTHORITY**

In accordance with the ALEA Bylaws and Policies & Procedures Manual, limited authority is granted to the Committee. That authority includes:

1. Evaluating subject matter that should be disseminated to ALEA members.

2. Developing programs to educate public safety operators on the benefits and operations of UAS for Board consideration.
3. Representing the Association at UAS related meetings and events in accordance with the Board-approved budget.
4. Written correspondence limited to Interoffice Memos signed by the Committee Chair or the entire Committee.
5. Meeting at such time and place as necessary in the performance of Committee activities.
6. Also known as “taking the power of the Board”, conducting ALEA business to the extent necessary and prudent in the performance of Committee activities.

**III. COMPOSITION OF COMMITTEE**

The committee is comprised of Board Members as appointed by the President, and who serve at the pleasure of the President.

**IV. GENERAL DUTIES AND RESPONSIBILITIES**

- A. The Unmanned Aircraft Systems Committee shall:
1. Monitor the UAS industry and disseminate significant information to the Board and membership through accepted ALEA communication media.
  2. Monitor legislation that may affect public safety aviation’s use of UAS and disseminate significant information to the Board and membership through accepted ALEA communication media.
  3. Have a committee member act as a representative of the Association and participate in public safety UAS-related meetings and events sponsored by AUVSI, IACP, NSA, NIJ and HAI in accordance with the budget approved by the Board.
  4. Advocate for the lawful, responsible, and safe use of UAS when representing the Association and through accepted ALEA communication media.
  5. Provide guidance to the public safety community on the use of UAS through the proposal of educational concepts to be considered by the Board for development into training programs.
  6. Actively promote UAS as an essential and effective public safety tool when representing the Association and through accepted ALEA communication media.



7. Report, in the required format, all actions (including expenditures of Association funds) performed by the Committee.
8. Hold a meeting at least twice each calendar year, to include a meeting prior to each regularly scheduled ALEA Board of Directors meeting.
9. Prepare and deliver a report of Committee activities at the General Membership Meeting.

**IV. CHAIN OF COMMAND**

Except for the reporting requirements identified elsewhere, the ALEA UAS Committee exercises the Chain of Command from the Committee Chair to the Vice President. Direction may be received from the President or Vice President.

**EXECUTIVE COMMITTEE CHARTER**

**I. PURPOSE**

Recognizing that matters and issues requiring expeditious resolution may arise between regular or special meetings of the Board of Directors, The Executive Committee, comprised of the officers of the Association with the President as its chair, is constituted to direct the business affairs of the Association between regular or special Board meetings.

**II. AUTHORITY**

In accordance with the ALEA Bylaws and Policies & Procedures Manual, and reaffirmed by a Resolution of the Association, broad authority is granted to the Executive Committee. That authority includes:

1. All of the powers of the Board except as limited by the provisions of Section 5212(1) of the Nonprofit law of the State of California.
2. Making of executive decisions.
3. Interpretation of Board policy.
4. Development of interim policies.
5. Direction of the business affairs of the Association between regular or special Board meetings.

**III. COMPOSITION OF COMMITTEE**

The committee is comprised of the officers and the Immediate Past President of the Corporation.

**IV. GENERAL DUTIES AND RESPONSIBILITIES**

The Executive Committee shall:

1. Direct the business affairs of the Association between regular or special Board meetings, exercising the full power of the Board except as limited by the provisions of Section 5212(1) of the Nonprofit law of the State of California.
2. Report, in the required format, all actions (including expenditures of Association funds) taken by the committee, no later than the next regular or special meeting of the Board.
3. Hold a meeting at least twice each calendar year, to include a meeting prior to each regularly scheduled ALEA Board of Directors meeting.
4. Prepare detailed written minutes of all meetings and actions taken, which shall be filed with the Secretary of the corporation.
5. Prepare a report of activities to be distributed at the General Business Meeting.

**V. CHAIN OF COMMAND**

The Executive Committee is accountable to the Board of Directors for its actions and decisions.

**AUDIT COMMITTEE CHARTER**

**I. PURPOSE**

Applying the principle that good governance leads to greater organizational effectiveness, and recognizing that good governance includes compliance with laws and adherence to recommended best practices applicable to nonprofit corporations, the ALEA aspires to subscribe to good governance practices in all areas of operations. Further, recognizing that the Board of Directors of a nonprofit corporation must engage in active, independent, and informed oversight of the activities of the corporation, particularly in the area of finances, the Audit Committee is constituted in accordance with recommended best practices to oversee the accounting and internal control practices of the Association.

**II. AUTHORITY**

In accordance with the ALEA Bylaws and Policies & Procedures Manual, limited authority is granted to the Audit Committee. That authority includes:

- A) Ensuring that an annual audit of the Association’s finances and accounting and internal control practices is conducted by an independent auditing firm.
- B) Selecting, hiring, and setting the compensation of the auditor.
- C) Overseeing the auditor’s activities.
- D) Setting rules and processes for complaints concerning accounting and internal control practices.
- E) Overseeing implementation and enforcement of the Board’s Conflict of Interest Policy.
- F) Engaging independent counsel and other advisors as required.
- G) Also known as “taking the power of the Board”, conducting ALEA business to the extent necessary and prudent in the performance of Committee activities.

**III. COMPOSITION OF COMMITTEE**

- A) All members of the committee should be independent (not part of the management team and not receiving compensation for services rendered to the Association) members of the Board.
- B) At least one member of the committee should be a financial expert and have adequate financial literacy to understand, analyze, and reasonably assess the financial statements of the Association and the competency of the auditors.
- C) No members of the staff shall serve on the committee.

**IV. GENERAL DUTIES AND RESPONSIBILITIES**

The Audit Committee shall:

- A) Ensure that an annual audit of the Association’s finances and accounting and internal control practices is conducted by an independent auditing firm.

- B) Select, hire, and set the compensation of the auditor.
- C) Ensure that the auditor has the requisite skills and experience to carry out the auditing function.
- D) Conduct a planning meeting with the auditor prior to the annual audit.
- E) Pre-approve all auditing and non-auditing services.
- F) Oversee the auditor's activities.
- G) Meet with the auditor following the audit and prior to its release to the Board to review the audit and recommend its approval or modification to the Board. Items to be discussed include: critical accounting policies and practices used by the Association; alternative treatments; and discussions with management on management's views of internal control policies and practices.
- H) Ensure that the auditor or auditing firm, or at least the lead and reviewing partners, are rotated at least every five years.
- I) Ensure that the auditing firm is not used for non-auditing services (bookkeeping, financial information services, appraisal services, actuarial services, management or human resource services, investment advice, legal services, and other expert services unrelated to the audit). The committee may, however, pre-approve certain services, such as tax preparation and the preparation of Form 990, which can be carried out by the auditing firm. This pre-approval is waived for non-auditing services if the value of the non-auditing services is less than five percent of the total paid by the Association to the auditing firm for auditing services.
- J) Ensure its independence from the Budget management Committee.
- K) Set rules and processes for complaints concerning accounting and internal control practices.
- L) Oversee implementation and enforcement of the Board's Conflict of Interest Policy.
- M) Engage independent counsel and other advisors as required.
- N) Encourage financial literacy training for all Board members.
- O) Report, in the required format, all actions (including expenditures of Association funds) performed by the committee.

- P) Hold a meeting at least twice each calendar year, to include a meeting prior to each regularly scheduled ALEA Board of Directors meeting.
- Q) Prepare a report of activities to be distributed at the General Business Meeting.

**V. CHAIN OF COMMAND**

The ALEA Audit Committee has a higher level of independence than all other committees of the Association, reporting to and receiving direction from the Board of Directors as a whole.

## **WEBSITE & SOCIAL NETWORKING COMMITTEE CHARTER**

**I. PURPOSE**

Whereas the ALEA website is a great resource for the Association and is a cornerstone of membership benefits, and whereas social media is a popular tool for individuals and organizations, including non-profit organizations like ALEA to communicate with members, reach non-members, and create brand awareness, and whereas ALEA wishes to utilize these tools to their maximum potential for the benefit of both the members and the Association, and realizing the potential impact of the content of the website and social media communications, the ALEA Board of Directors has constituted the Website & Social Networking Committee to provide guidance on the Association's use of these tools.

**II. AUTHORITY**

In accordance with the ALEA Bylaws and Policies & Procedures Manual, limited authority is granted to the Committee. That authority includes:

1. Assisting in the design development of the website, when applicable.
2. Assisting in the development of policies, procedures, and protocols for ALEA social media usage.
3. Developing the goals for ALEA's social media campaign.
4. Periodically reviewing the policies, procedures, protocols, and goals.
5. Providing recommendations to the Board of Directors on which social media channels (ex: Facebook, LinkedIn, Twitter, YouTube, etc.) the Association should use to attain these goals.

6. Assisting in the development of content for the website, social media sites, and social media communications.
7. Reviewing the content and functionality of the Association’s website and social media sites and recommending additions, modifications and deletions as necessary.
8. Written correspondence limited to Interoffice Memos signed by the Committee Chair or the entire Committee.
9. Meeting at such time and place as necessary in the performance of Committee activities.
10. Also known as “taking the power of the Board”, conducting ALEA business to the extent necessary and prudent in the performance of Committee activities.

**III. COMPOSITION OF COMMITTEE**

The committee is comprised of Board Members as appointed by the President, and who serve at the pleasure of the President.

**IV. GENERAL DUTIES AND RESPONSIBILITIES**

The Website & Social Networking Committee shall:

1. Assist in the design development of the website, when applicable.
2. Assist in the development of policies, procedures, and protocols for ALEA social media usage, and periodically review those policies, procedures and protocols for currency and sufficiency, making recommended changes as necessary to the Board for consideration.
3. Develop the goals for ALEA’s social media campaign, periodically review those goals for currency and sufficiency, and make recommended changes as necessary to the Board for consideration.
4. Provide recommendations to the Board of Directors on which social media channels (ex: Facebook, LinkedIn, Twitter, YouTube, etc.) the Association should use to attain these goals.
5. Assist in the development of content for the website, social media sites, and social media communications.
6. Review the content and functionality of the Association’s website and social media sites and recommend additions, modifications and deletions as necessary.

7. Stay abreast of current social media trends and advise the Board of any that could be of benefit to the Association.
8. Work with other ALEA Committees to ensure sufficient website and/or social media exposure for the fulfillment of their duties and responsibilities.
9. Report, in the required format, all actions (including expenditures of Association funds) performed by the Committee.
10. Hold a meeting at least twice each calendar year, to include a meeting prior to each regularly scheduled ALEA Board of Directors meeting.
11. Prepare and deliver a report of Committee activities at the General Membership Meeting.

**V. CHAIN OF COMMAND**

Except for the reporting requirements identified elsewhere, the ALEA Website & Social Networking Committee exercises the Chain of Command from the Committee Chair to the Vice President. Direction may be received from the President or Vice President.