

# **BYLAWS OF THE CALIFORNIA CLETS USERS GROUP, A NOT FOR PROFIT ORGANIZATION**

## **ARTICLE I MEMBERSHIP**

### **SECTION 1 MEMBERSHIP QUALIFICATIONS**

- 1.1 Agency Membership  
Any agency eligible to access the California Law Enforcement Telecommunications System (CLETS) or operate a Computer Aided Dispatch (CAD) system shall be eligible for Agency Membership in the California CLETS Users Group (CCUG). [refer to CLETS Policies, Practices, Procedures – Section 1.3.1, Eligibility for CLETS Service]
- 1.1.1 Any employee of an active member agency is eligible to participate in CCUG activities as a member. An active member agency is defined as an agency that has paid CCUG membership dues for the current year.
- 1.2 Corporate Membership/Corporate Sponsorship  
Any company that, in the normal course of business, provides products or services to law enforcement agencies, shall be eligible for Corporate Membership or Sponsorship in CCUG.

### **SECTION 2 APPLICATION FOR MEMBERSHIP**

- 2.1 Application for membership in CCUG shall be made by submitting a completed application form accompanied by the then-current membership dues.
  - 2.1.1 Agency membership applications shall be submitted to the CCUG Executive Treasurer or any chapter officer.
  - 2.1.2 Corporate membership applications shall be submitted to any CCUG Executive Board member or the current year vendor liaison to be forwarded to the Executive Treasurer without delay
- 2.2 Membership in CCUG entitles member agencies and corporations the opportunity to participate as a member in all CCUG activities, regardless of the geographic location of the agency or corporation.

## **ARTICLE II FINANCES**

### **SECTION 1 CHAPTER FINANCES**

- 1.1 Each chapter shall maintain records of all financial transactions conducted by the chapter.
- 1.2 Each chapter shall start each year with a balance of \$1500. Transfers to or from the Executive Treasury shall be made to attain this starting balance prior to December 15 of each year.
- 1.3 When funds are received by a chapter, those funds will be deposited into the chapter checking account within 72 hours. A copy of the deposit shall be faxed to the Executive Treasurer with the original to be delivered in person or by U.S. Mail.
- 1.4 When membership dues or seminar registration funds are received by a chapter, a check shall be written to the Executive Treasury for an amount equal to the funds received along with completed applications/registrations.

### **SECTION 2 ANNUAL DUES**

- 2.1 Agency membership is valid from January 1 through December 31.
  - 2.1.1 Annual agency membership dues must be paid prior to June 30 of each year to receive member benefits.

- 2.1.2 Changes to annual the annual dues amount will be decided by the Executive Board. Any change will be announced via posting to the CCUG website (www.ccug.org) no later than three months prior to change and will become effective on July1 following such announcement .
- 2.2 Corporate membership/sponsorship payment is valid from the time of payment to March 1 of the following year.
  - 2.2.1 Corporate membership/sponsorship payment must be received prior to the Annual Training & Technology Seminar to receive corporate membership/sponsorship benefits.
- 2.3 Dues will be made payable to “California CLETS Users Group” or “CCUG” and collected by any Chapter Board member or the Executive Treasurer for agency membership and by any Executive Board member or the current year vendor liaison for corporate membership.

### **ARTICLE III VOTING AND ELECTIONS**

#### **SECTION 1 VOTING**

- 1.1 Each active member agency shall have the power of one vote on any action for which a vote is called. The voting member will be the primary contact or member present unless other designation is made by the agency.
  - 1.1.1 Corporate members do not have the power of a vote.
- 1.2 All membership voting, with the exception of annual officer elections, shall occur at regularly scheduled chapter training meetings.
- 1.3 Prior notice of at least 30 days shall be given to all member agencies of any action that will be subject to a vote of the membership. This notice will be sent to the primary contact of the agency.
- 1.4 Any member agency that is unable to be present during the voting process that wishes to cast a vote may submit their vote in writing or electronically to a chapter officer prior to the scheduled vote.
- 1.5 All measures that are subject to a vote must be approved by 51% of the member agencies casting a vote for the measure to pass.
- 1.6 A quorum of ten member agency representatives is required in order to hold a vote.
  - 1.6.1 Each agency casting a vote in writing or electronically shall be considered present for purposes of determining a quorum.
- 1.7 Board member election procedures are addressed in Article III, Section 2.

#### **SECTION 2 ELECTION PROCEDURES**

- 2.1 Annual elections for all board positions affected shall occur 45 days following the Annual Training & Technology Seminar.
  - 2.1.1 All nominations must be received no later than seven days after the Seminar conclusion.
  - 2.1.2 The Executive Board is responsible for processing all nominations and distributing ballots no more than seven days after the nominations deadline.
  - 2.1.3 Members will be given no less than 30 days from the date ballots are distributed to cast their votes.
    - 2.1.3.1 All ballots shall be submitted to the Executive Director in writing or by some electronic means.
  - 2.1.4 The Executive Director is responsible for validating all nominations and ballots.
- 2.2 Results of elections will be announced within seven days of the voting deadline.

2.2.1 All member agencies will be notified via e-mail of election results.

2.2.2 Election results will be posted to the CCUG website ([www.ccug.org](http://www.ccug.org)).

2.3 In the event of a chapter board member vacancy, re-assignment of remaining board members shall be considered.

2.3.1 The Executive Board shall determine if re-assignment of existing board members would be in the best interest of the organization and appoint accordingly.

2.3.2 Following re-assignment, if any, the Executive Board will appoint a member to fill the vacated position.

### SECTION 3 TERM LIMITS

3.1 No CCUG Executive or Chapter board members shall be elected to more than two consecutive terms in the same board position.

## ARTICLE IV CHAPTER BOARD MEMBER DUTIES AND RESPONSIBILITIES

### SECTION 1 DIRECTOR

1.1 The Director shall serve a two-year term commencing on January 1 of even-numbered years.

1.2 The Director shall preside over chapter level meetings.

1.3 The Director shall ensure that a location and host agency is arranged for each quarterly chapter training meeting.

1.4 The Director shall create an agenda to be provided to attendees at each chapter training meeting.

1.5 The Director shall serve on the CCUG Executive Board.

### SECTION 2 ASSISTANT DIRECTOR

2.1 The Assistant Director shall serve a two-year term commencing on January 1 of odd-numbered years.

2.2 The Assistant Director shall assume all duties and powers of the Director relating to chapter activities during the absence of the Director.

2.3 The Assistant Director shall ensure that speaker arrangements have been made and confirmed for each quarterly chapter training meeting.

2.4 The Assistant Director shall assist the host agency at all local chapter training meetings.

2.5 The Assistant Director shall serve on the CCUG Executive Board.

### SECTION 3 SECRETARY

3.1 The Secretary shall serve a one-year term commencing on January 1.

3.2 The Secretary shall record meeting minutes for all chapter level meetings.

3.2.1 In the event the Secretary is not present at a chapter meeting, the meeting minutes shall be recorded by another officer as appointed by the Director.

3.3 The Secretary shall submit completed chapter training meeting minutes to the Director for review and inclusion on the CCUG website ([www.ccug.org](http://www.ccug.org)) no later than seven days following the meeting.

3.3.1 In the event the meeting minutes were recorded by an officer other than the Secretary, that officer is responsible for the provisions of Section 3.4.

- 3.4 The Secretary shall prepare, and have available to all attendees, copies of training meeting minutes, announcements, and membership applications at all chapter meetings.

#### SECTION 4 TREASURER

- 4.1 The Treasurer shall serve a one-year term commencing on January 1.
- 4.2 The Treasurer shall maintain the chapter checking account for the deposit and disbursement of chapter funds.
- 4.3 The Treasurer shall prepare announcements of quarterly chapter training meetings at least 45 days prior to the scheduled meeting. This announcement shall be submitted for posting to the CCUG website ([www.ccug.org](http://www.ccug.org)) at that time, followed by e-mails as well as teletypes delivered via CLETS.
- 4.3.2 Training meeting announcements shall be sent via e-mail no less than once weekly and via CLETS teletype no less than once weekly per standard shift (Day, Evening, Night)
- 4.4 The Treasurer shall pay all bills incurred by the chapter, as authorized by the Chapter Board members. Each such disbursement shall be approved by the Director or another chapter board member. The disbursement of funds shall not be authorized solely by the treasurer.
- 4.5 The Treasurer shall prepare a detailed monthly financial report and deliver it to the Executive Treasurer and the Chapter Director no later than the last day of the month.
- 4.5.1 The financial report shall be available to all current chapter members upon request.
- 4.6 The Treasurer shall maintain a current membership roster.
- 4.7 The Treasurer shall forward to the Executive Director and Executive Treasurer an annual financial report by December 15 of each year.
- 4.8 The Treasurer shall forward to the Executive Treasurer all financial records no later than December 15.
- 4.8.1 Records include but are not limited to: receipts, reimbursement forms, and all other financial documents.

#### SECTION 5 ALL CHAPTER BOARD MEMBERS

- 5.1 Chapter officers shall work together to ensure that the duties outlined above are successfully completed. While specific duties are assigned to each member of the board, no duty shall be deemed the sole responsibility of the member to whom it is assigned.

#### SECTION 6 VOTING

- 6.1 Each chapter board members shall have the power of one vote.
- 6.2 A majority vote is required for any motion to carry.
- 6.3 Chapter board votes may be conducted via e-mail when necessary.
- 6.3.1 The Director will retain copies of all electronic votes.
- 6.4 In the event of a tie vote, the Executive Director will cast the deciding vote.

### ARTICLE V EXECUTIVE BOARD MEMBER DUTIES AND RESPONSIBILITIES

#### SECTION 1 MEMBERS

- 1.1 The Executive Board shall be comprised of the Executive Director, the Director from each chapter, and the Assistant Director from each chapter.

## SECTION 2 EXECUTIVE DIRECTOR

- 2.1 The Executive Director shall be elected to serve a two-year term commencing on January 1 of each odd numbered year.
- 2.2 The Executive Director shall preside over all Executive and Joint Board meetings.
- 2.3 The incoming Executive Director may make a formal request to the outgoing Executive Director to serve one year in an advisory capacity to the Executive Board.
- 2.4 The Executive Director shall appoint from the members of the Executive Board the following:
  - Executive Vice Chairperson
  - Executive Treasurer
  - Executive Secretary
- 2.5 The Executive Director shall file the Biennial Statement of Officers (SO-100) for non-profit organizations as required by the Secretary of State, State of California.
- 2.6 The Executive Director, with assistance from the Executive Treasurer, shall arrange for filing of annual income tax returns for CCUG.
- 2.7 The Executive Director shall meet with the Executive Treasurer prior to the first Executive Board meeting of the year to conduct a review of the prior year's financial transactions.

## SECTION 3 EXECUTIVE VICE CHAIRPERSON

- 3.1 The Executive Vice Chairperson shall assume all duties of the Executive Director in his/her absence or in the event he/she is unable, for any reason, to complete the duties of that office.

## SECTION 4 EXECUTIVE SECRETARY

- 4.1 The Executive Secretary shall record the minutes for each Executive and Joint Board meeting.
  - 4.1.1 In the event the Executive Secretary is unable to record the minutes of an Executive and/or Joint Board meeting, that duty will be assigned to another Executive Board member as appointed by the Executive Director.
- 4.2 The Executive Secretary shall provide completed meeting minutes to the Executive Director for review no later than seven days following the meeting recorded
  - 4.2.1 Meeting minutes will be forwarded to all Executive Board members by the Executive Director immediately following final approval.
- 4.3 In the event meeting minutes are recorded by another member of the Executive Board it will be that member's responsibility to comply with the provisions of Section 4, 4.2.

## SECTION 5 EXECUTIVE TREASURER

- 5.1 The Executive Treasurer shall be responsible for all CCUG funds and shall maintain a checking account for the deposit and disbursement of such funds.
- 5.2 The Executive Treasurer shall pay all bills incurred, as authorized by the Executive Board members. Each such payment shall be approved by the Executive Director or another Executive Board member. Disbursement of funds shall not be authorized solely by the Executive Treasurer.
- 5.3 The Executive Treasurer shall prepare a detailed monthly financial report that shall be available to all current CCUG members upon request. A copy of this report will be delivered to each Executive Board member.

- 5.4 The Executive Treasurer shall prepare an annual financial report prior to December 31 of each year that shall be available to all current CCUG members upon request. A copy of this report is to be delivered to each Executive Board member.
- 5.5 The Executive Treasurer shall maintain a P.O. Box to be checked a minimum of twice weekly for the receipt of CCUG related mail.
- 5.6 The Executive Treasurer shall receive and maintain originals of all membership applications and maintain current membership rosters.
- 5.7 The Executive Treasurer shall receive and maintain originals of all seminar registrations and maintain a current seminar attendee list.

**SECTION 6 EXECUTIVE BOARD MEETINGS**

- 6.1 The Executive Board shall meet a minimum of two times annually: once in January and once between June 1 and the start of the Annual Training & Technology Seminar. Executive Board meetings may be in person, by telephone, or by some electronic means.
  - 6.1.1 In addition to the two meetings indicated in 6.1, the Executive Board shall meet as often as is deemed necessary to conduct the business of CCUG.
  - 6.1.2 Special meetings of the Executive Board may be called by any member of the Executive Board for good cause. All other meetings of the Executive Board shall be by the agreement of all Executive Board members.
  - 6.1.3 The Executive Director shall ensure each member of the Executive Board is notified a minimum of 21 days in advance of any Executive Board meeting unless such urgency exists that such notice is not possible.
  - 6.1.4 If an Executive Board member is unable to attend an Executive Board meeting, the Secretary or Treasurer of his/her chapter may be assigned to attend at the discretion of the Director and Assistant Director of the affected chapter.
- 6.2 All actions by the Executive Board shall be approved by a majority of the members present, but in no case fewer than three members, unless otherwise provided for in another provision of these bylaws.
- 6.3 Expenses incurred to attend meetings called by the Executive Board shall be paid by CCUG Executive Board treasury funds if reimbursement is not otherwise available to the board member.
  - 6.3.1 Airfare will be reimbursed in an amount no higher than the best available rate at the time the expenditure is made.
  - 6.3.2 Mileage reimbursement will be paid at a rate of 38 cents per mile or the current rate set by the GSA (General Services Administration). Mileage will not be reimbursed for any amount that exceeds the best available airfare rate at the time the expenditure is incurred.
  - 6.3.3 Necessary hotel and food shall be paid for actual expenses incurred up to the then-current Peace Officer Standards and Training (P.O.S.T.) rate.
  - 6.3.4 Exceptions to the maximum reimbursement will be made by a majority vote of the Executive Board and only when good cause for such exception exists.

**ARTICLE VI MEETINGS OF CCUG MEMBERSHIP**

**SECTION 1 CHAPTER MEETINGS**

- 1.1 Training Meetings of the chapters of CCUG shall be held at least three times per year.

- 1.1.1 A schedule of chapter training meetings for the current year shall be determined no later than the first meeting of the Executive or Joint Board each year.
- 1.1.2 An additional meeting of each chapter shall be held at the Annual Training & Technology Seminar on a day to be determined by the Executive Board.
- 1.2 The location and time of chapter training meetings shall be announced a minimum of 45 days prior to the scheduled meeting in order to allow ample time for members and other attendees to make arrangements to attend.
- 1.3 Meeting schedules may be modified by a majority vote of the affected Chapter Board with the concurrence of the Executive Board providing such change occurs no less than 45 days prior to the original or modified meeting date.

**SECTION 2 ANNUAL TRAINING & TECHNOLOGY SEMINAR**

- 2.1 The dates and location of the CCUG Annual Training & Technology Seminar shall be determined by a majority vote of the Executive Board.
  - 2.1.1 The exact dates of each year's seminar shall be determined within 60 days of the previous year's seminar conclusion.
  - 2.1.2 The exact location of each year's seminar shall be determined within 60 days of the previous year's seminar conclusion.
  - 2.1.3 The seminar shall be held at locations within the State of California.
- 2.2 The date and location of the Annual Training & Technology Seminar shall be announced to the chapter memberships a minimum of 180 days prior to the start of the seminar.
- 2.3 The Executive Board shall be responsible for all seminar-related expenditures and receipts.

**ARTICLE VII COMMITTEES**

**SECTION 1 BYLAWS COMMITTEE**

- 1.1 The CCUG shall have a Bylaws Committee
  - 1.1.1 The Bylaws Committee shall be comprised of at least one representative from each chapter.
- 1.2 The Bylaws Committee shall become familiar with the CCUG Bylaws and determine if the procedures set forth herein are being properly followed.
  - 1.2.1 A member of the Bylaws Committee shall report known or suspected violations of the bylaws to the Executive Board, in writing, without delay.
  - 1.2.2 Allegations of bylaws violations reported to the Bylaws Committee shall be reviewed within 14 days of such allegation. Notice to the Executive Board shall occur as provided for in 1.2.1.
  - 1.2.2 The Executive Board shall review within 14 days any written notice of violations reported by the Bylaws Committee or any CCUG member. Appropriate action shall be taken and a report of action taken shall be delivered to the Bylaws Committee within seven days of such action.
- 1.3 The Bylaws Committee shall be responsible for submitting proposed changes to the bylaws, in writing, to the Executive Board for review and recommendation.

**SECTION 2 SEMINAR PLANNING COMMITTEE**

- 2.1 CCUG shall have a Seminar Planning Committee appointed by the Executive Director.

- 2.1.1 The Executive Director will act as chairperson of the Seminar Planning Committee.
- 2.1.2 The Seminar Planning Committee shall make all seminar-related decisions with input from the Executive Board.

**SECTION 3 ADDITIONAL COMMITTEES**

- 3.1 Each Chapter Board shall determine if additional committees would be of value to their chapter and appoint those committees accordingly.

**ARTICLE VIII AMENDMENTS**

**SECTION 1 SUBMISSION OF AMENDMENTS**

- 1.1 Amendments to the CCUG Bylaws may be proposed to the Bylaws Committee, in writing, by any CCUG member.

**SECTION 2 ACTION**

- 2.1 The Bylaws committee shall review any proposed amendments. Upon determining that there is no conflict, a recommendation will be forwarded to the Executive board in writing.
- 2.2 When changes to the bylaws have been recommended by the Executive Board, the proposed changes shall be sent to the Bylaws Committee for consideration prior to ratification. This notification shall include the date(s) the ratification vote(s) will occur.
- 2.3 Bylaws Committee members shall give notice of proposed bylaws changes to all CCUG members no less than 30 days prior to a scheduled ratification vote.
- 2.4 All comments regarding proposed changes to the bylaws shall be submitted to the Bylaws Committee within 15 days of proposed changes being sent.

**SECTION 3 RATIFICATION**

- 3.1 All proposed changes to the bylaws shall be voted on in accordance with Article III, Section 1 of these bylaws prior to the changes becoming effective.
- 3.2 All changes to the bylaws shall become effective 30 days following ratification by the general membership of CCUG.

**ARTICLE IX EFFECTIVE DATE**

THE EFFECTIVE DATE OF THESE BYLAWS IS MARCH 1, 2010

**ARTICLE X AMENDMENTS**