



# **ONTARIO ASSOCIATION OF POLICE EDUCATORS CONSTITUTION AND BYLAWS 1989 (Revised 2008)**

## **ARTICLE #1      NAME OR ORGANIZATION**

- Sec. 1:01**      This organization shall be named ONTARIO ASSOCIATION OF POLICE EDUCATORS (OAPE). Hereinafter referred to as the “Association”.
- Sec. 1:02**      The Association shall have an Executive consisting of a minimum of seven (7) members reflecting a ratio of 75% active police members. It is recommended that the Executive include at least one member from each of the following: The Ontario Police College, the Toronto Police Service and the Ontario Provincial Police.

## **ARTICLE #2      OBJECTIVES**

The objectives of the Association shall be:

- Sec. 2:01**      We, the members of the Association believe that through the discussion of mutual concerns and successes, we will foster a higher degree of knowledge, skills and abilities in the area of policing.
- Sec. 2:02**      The promotion of standardized training procedures for Police Educators, represented by the membership of the Association.
- Sec. 2:03**      To study mutual concerns and successes in education and promote the exchange of ideas, techniques and initiatives in the field of policing.
- Sec. 2:04**      The Association will research and promote new and improved policing initiatives (i.e. technology, equipment).
- Sec. 2:05**      The Association shall be non-partisan and shall not be used for dissemination of partisan principles, nor for the promotion of the candidacy of any person or party seeking public office or preferment.

### **ARTICLE #3**

### **MEMBERSHIP**

- Sec. 3:01** “Active Police Member” shall be any sworn member of an Ontario Police Service as defined in the Ontario Polices Services Act. It may also include any current serving seconded or full time instructor of the Ontario Police College or the Canadian Police College.
- Sec. 3:02** “Active Member” shall be any person(s) engaged as police educators, or involved in the promotion of police education who are employed by a recognized governmental police agency or publicly funded Community College or University within Ontario.
- Sec. 3:03** “Associate Member” shall be any sworn member of a police service as recognised by the current presiding Executive or any current serving seconded or full time instructor of a recognised police learning institution outside of Ontario.
- Sec. 3:04** “Honourary Member” may be granted to any person subject to a majority affirmative vote of the Executive of the Association.
- Sec. 3.05** Upon written application by the aspirant, Honourary Member may be granted for a period of (13) thirteen months to any person who has been an Active Member and who has retired from any law enforcement or training related employment and who no longer qualifies for Member status subject to a majority affirmative vote of the Executive of the Association.

### **ARTICLE #4**

### **ASSESSMENTS AND DUES**

- Sec. 4:01** The dues of the Association shall be determined by the presiding Executive. Dues to be payable annually. Honourary Memberships will not be subject to the payment of dues or assessments.
- Sec. 4:02** Special assessments may be levied only with a majority vote of the Members present at an Annual General Meeting or at a Special meeting call by the presiding Executive.
- Sec. 4:03** Failure to pay dues or assessments will be reviewed by the Executive and may result in the revocation of membership in the Association.

**ARTICLE #5 EXECUTIVE MEETINGS**

- Sec. 5:01 The location, dates and times of regular meetings shall be determined by the executive.
- Sec. 5:02 Special meetings may be called by the President or his/her designate when deemed necessary. Notice must be given for a special meeting.
- Sec. 5:03 Committee meetings may be called when the Chair of such committee deems it necessary. Minutes of the committee meeting shall be submitted to the executive at a regular meeting.

**ARTICLE #6 QUORUMS**

- Sec. 6:01 A Quorum for regular executive meetings means the presence of a minimum of four members.
- Sec. 6:02 A Quorum for the annual general meeting of Association members shall mean the attendance of members of five (5) separate agencies.

**ARTICLE #7 VOTING**

- Sec. 7:01 Pursuant to Article #3, “Active Police Member” and “Active Member” shall be entitled to ONE vote.
- Sec. 7:02 Any agency with more than one “Active Police Member” or “Active Member” shall be entitled to only one vote.
- Sec. 7:03 There shall be no voting privileges granted to “Associate Members” or “Honorary Members”
- Sec. 7:04 There shall be no voting by proxy.

**ARTICLE #8 JURISDICTIONS AND AUTHORITY**

- Sec. 8:01 Resolutions passed by the Association and pertaining to training procedure shall not be construed as binding on an individual where these resolutions may affect or be contrary to rules, regulations, procedures and/or by-laws of said individual’s Department, Service or Agency.

## **ARTICLE #9**

## **NOMINATIONS**

### **Sec. 9:01**

Nomination for all legally constituted executive members of the Association shall be held at the Annual General Meeting and conference. Nominations will be submitted orally at the appropriate time during the Annual General Meeting. The President will read the nominations for the Executive three (3) times, from top to bottom. A nominee wishing to decline must do so prior to the closing of nominations. A member may be nominated for and serve on the Executive in consecutive years.

### **Sec. 9:02**

Any member from any agency who has paid dues to the Association in the current year shall be eligible to stand for election for a position on the executive.

### **Sec. 9:03**

Any member fulfilling the qualifications as laid out in Article #9 Sec. 9:02 of this Constitution, and who is unable to attend the Annual meeting, may submit a letter to said meeting, stating willingness to stand for election to one of the positions of the Executive.

## **ARTICLE #10**

## **ELECTIONS**

### **Sec. 10:01**

Executive members will decide at the end of their term of office whether they will stand for another term or decline. Their decision will be given to the presiding Executive prior to the Annual General Meeting. Their decision to stand will be subject to approval by the presiding Executive.

### **Sec. 10:02**

The presiding Executive will then decide whether or not elections are necessary. If elections are required nominations will be presented at the Annual General Meeting.

### **Sec. 10:03**

Following the close of nominations, the Executive may be elected to office by open or closed ballot, as decided by the presiding executive.

### **Sec. 10:04**

In accordance with Article 10, Sec.10:01, at the conclusion of the voting, the closed ballots if used will be counted and results made known by three (3) scrutineers. Scrutineers are to be appointed prior to the balloting. The scrutineers will be responsible for destruction of the ballots after the results are announced.

### **Sec. 10:05**

The installation of duly elected executive members shall take place

- following the elections.
- Sec. 10:06** Notwithstanding Article 12 of this constitution, the term of office for all elected Executive Members of the Association shall be as follows:
- Sec. 10:06:01** For the positions of President, Vice President, Secretary or Treasurer, thirty-seven (37) months from date of election, and
- Sec. 10:06:02** For the position of Director, twenty-five (25) months from the date of election.

## **ARTICLE #11 DUTIES OF THE EXECUTIVE**

- Sec. 11:01** **Executive**  
It shall be the duty of this Executive to run the affairs of the Association, subject to popular vote whenever applicable, unless certain responsibilities and duties are otherwise delegated by this Constitution or the Executive. The Executive shall be comprised of the President, Vice-President, Secretary, Treasurer, Immediate Past President and Directors. The Executive is responsible for determining who among them will hold which position.
- Sec. 11:02** **Immediate Past President**  
Shall be as the name implies, or the member who has served the Immediate preceding term of office to the newly-elected and installed President. It shall be the duty of the past President to act as an advisor to the present Executive. This position will not be considered as an active position on the Executive.
- Sec. 11:03** **President**  
The President shall preside at all meetings of the Association, preserve order and decorum, enforce the Constitution, Rules and By-laws of the Association. And exercise supervision of its affairs generally: shall decide all questions of law and order subject to the appeal to the Association by any two members' shall not be entitled to vote except: at the election of executive members, balloting for candidates for admission to membership, and in the event of a tie, vote on any resolution. The President shall be a member EX-OFFICIO of all Committees of the Association. The President shall be the first delegate to any convention or deputation where the Association is represented: shall require all executive members make their reports to the Association in conformity with its laws and regulations. The President shall sign documents that require proper authentication and shall see that the executive of the Association perform such duties as are required of them by the Constitution and By-laws of the Association.

Sec. 11:04

**Vice-President**

It shall be the duty of the Vice-President to assist the President in the discharge of duties, and assume full responsibility of the President when absent. The Vice-President shall assume the responsibilities, and discharge the duties of the President in the event of the President's office becoming vacant, and shall attend all meetings of the Executive and perform such other duties as may be required.

Sec. 11:05

**Secretary**

The Secretary shall keep a true and complete record of all proceedings; receive communications; conduct correspondence, notify all applicants for membership of the Association; shall notify all Executive members and committee members of their election or appointment; shall act as secretary of, and keep a true record of the proceedings of the Executive and perform such other duties as may be required.

Sec. 11:06

**Treasurer**

The treasurer shall receive all assessments, dues, donations, and other monies, the property of the Association. Same to be deposited in a Chartered Bank, Trust Company or Credit Union and Credited to the various accounts as authorized by the Executive. The treasurer shall make all collections of money whenever necessary, giving receipt for same; disburse all moneys of the Association; by cheque, duly signed by the Treasurer. The Treasurer will present a complete financial statement at all regular meetings; report to the Executive the names of members who are in arrears in dues or otherwise financially indebted to the Association; make all reports as are required. The Treasurer shall complete all financial reports and make them available to the Executive or any member of the Association upon request and make available the formal report at each Annual General Meeting and Conference; and at any other time when directed by the Executive and perform such other duties as may be required.

Sec. 11:07

**Directors**

At minimum three (3) persons shall be elected to the position of Director. Directors shall perform duties as assigned by the President or Designate.

**ARTICLE #12                    RESIGNATION OF EXECUTIVE MEMBER(S) AND POSITION(S) DECLARED VACANT**

Sec. 12:01                    The resignation of an Executive member of the Association shall be in writing and presented at a regular meeting of the Executive.

Sec. 12:02                    If any Executive member of the Association is wilfully absent from more than two (2) consecutive meetings without good and Sufficient cause, or becomes inattentive to the required duties, the member shall be notified in writing, to be present and show good reason why their position should not be declared vacant.

Sec. 12:03                    When a position becomes vacant, it may be filled by an Association member by way of a majority vote of the presiding Executive for the remainder of that term.

**ARTICLE #13                    GENERAL FUNDS**

Sec. 13:01                    All moneys collected by the Treasurer for any purpose whatsoever shall be and remain the property of the Association until properly directed as directed by the Executive.

**ARTICLE #14                    AUDIT**

Sec. 14:01                    At the Annual general meeting, the Treasurer will table a Financial Report and make available for inspection the Account books of the Association. Further, a special report on the financial state of the Association may be requested by the Executive at any other time.

Sec. 14:02                    Fiscal Year- The fiscal year of the Association shall begin on the first day January and end on the last day of December within the calendar year.

## **ARTICLE #15      AMENDMENTS**

This constitution may be amended in the following manners only:

**Sec. 15:01**            Proposed amendments shall be submitted in writing by any member and shall be placed in the hands of the Executive, two weeks prior to the Annual General Meeting. The Executive will then consider these proposed changes and present them with recommendations they deem necessary, at the Annual general meeting. A two-thirds majority vote of the members at that meeting shall be necessary to adopt an amendment to the Constitution of the Association.

**Sec. 15:02**            Proposed amendments shall be submitted in writing by any member and shall be placed in the hands of the Executive, who may determine that a Special Meeting be called to amend the Constitution. A two-thirds majority vote of the members, representing a minimum of five agencies at that meeting shall be necessary to adopt an amendment to the constitution of the Association.

## **ARTICLE #16      RULES OF ORDER**

**Sec. 16:01**            All issues not herein provided for, shall be resolved in accordance with the principles laid down in ROBERTS RULES OF ORDER. When the ruling of the President is so based in cannot be appealed.

## **ARTICLE #17      ORDER OF BUSINESS FOR THE ANNUAL GENERAL MEETING**

**Sec. 17:01**            The Annual General Meeting may be held during the Annual Conference of the Association at the discretion of the Executive.

***THE CONSTITUTION AND THE BY-LAWS WERE ADOPTED ON  
15<sup>TH</sup> DAY OF NOVEMBER, 1989***

***AMENDMENTS TO THE CONSITUTION AND THE BY-LAWS WERE ADOPTED  
ON:***

***18FEB9, 15APR94, 10OCT95, 12DEC96, 30NOV01, 30DEC06, 30AUG07, 28AUG08, 19NOV08***