

THE KENTUCKY CONSTABLE ASSOCIATION, INC

CONSTITUTION AND BY-LAWS



REVISED AND ADOPTED

2007

CONSTABLE'S CODE OF ETHICS

As an elected and appointed public servant, sworn to carry out the constitutional responsibilities of the position of Constable:

I shall dutifully carry out the duties of my office.

I shall, at all times, function without prejudice or regard for an individual's race, religion, or place of birth.

I shall never be a part of an attempt to inhibit or evade the law.

I shall at all times act in a manner in which understanding and justice is communicated to those with whom I come into contact in my work.

I shall conduct my private life unblemished and mindful of others.

I shall be courteous and maintain self-restraint.

I shall be a part of the professional organization designed to protect and upgrade the performance of the Constable.

I shall not personally solicit for funds in the performance of my work to enhance any organization.

I shall seek every opportunity for such training as will enhance my ability to do a better job.

I recognize my badge of authority as a symbol of the public trust and I recognize that as law enforcement officer, I shall never bring disgrace upon the people, whose faith and confidence elected me as their Constable.

I recognize my duty to protect the constitutional rights of all people.

I shall at all times wear appropriate attire and the necessary equipment to carry out my responsibilities.

I shall never speak with criticism of my fellow Constable except at the appropriate forum provided by an appropriate Constable' organization.

I shall never knowingly infringe upon the operation of another Constable.

I shall never resort to unnecessary force in the performance of my duties.

I shall not accept gratuities offered by anyone employing my service.

I shall perform my duties expeditiously and promptly, and I shall transmit an immediate report to those whose work I have accepted.

I shall strive to adhere to the aforementioned as long as I shall serve as Constable.

AIMS AND PURPOSES OF THE ASSOCIATION

To maintain a close and positive working relationship with all other law enforcement agencies.

To establish and maintain an organization of elected and appointed Constables to present a strong, united, and professional approach to all matters of concern to the Constable.

To upgrade the quality of performance of the Constable through education and training programs.

To urge our best efforts for the Constable to become actively involved in civic, community organizations and activities.

To protect and upgrade the legislated duties and responsibilities of Constables and to maintain a vigilance in protecting the security and statute of the Constable.

The directors, officers, and members of The Kentucky Constable Association fully realize their obligation to improve the status and role of the Constable in delivery of the criminal justice system.

BY-LAWS OF THE KENTUCKY CONSTABLES ASSOCIATION, INC

ARTICLE I - OFFICES

1. The registered office of the Association shall be the office of the Executive Director.
2. The Association may also have offices at such locations as the Board of Directors may from time to time appoint or the activities of the Association may require.
3. The state of incorporation may be changed, from time to time, in order to make the transaction of business of the Association easier. A change in the State of the incorporation shall be authorized by two third (2/3) majority vote of the board of Directors.

ARTICLE II – MEMBERSHIP

1. Voting Membership. The Association shall have two classes of membership:
 - a. Voting members, Active
 - b. Non-voting members, Associate and Auxiliary, Junior Auxiliary
2. Term of membership
 - a. The term of membership shall be one (1) year.
 - b. Year being defined as January 1st to December 31st
3. Qualifications
 - a. Voting:

Voting members shall hold, or have held the office of Constable or Deputy Constable and desire to fulfill the purpose of the Association specifically.
 - b. Non-Voting:

Non-Voting members shall show general interest and concern in the matters of the constables generally and desire to fulfill the purpose of the Association specifically.
4. Rights of Members:

The right of a member to vote and all his or her right, title, and interest in or to the Association shall cease on the termination of such membership.
5. Resignation:

Any member or non-voting member may resign from the Association by filing a written resignation with the Secretary of the Association. Upon the effective date of the member's resignation, the member or non-voting member shall cease to be a member of the Association.
6. Removal:
 - a. Any member or members of the Association may be removed from membership, with or without cause, and for any reason, as decided upon by the affirmative vote of a majority of the membership at any meeting of the members specifically called for that purpose. Upon the effective date of the member's removal, the member shall cease to be a member of the Association.
 - b. Any voting member or non-voting member of the Association may be removed from membership, with or without cause, and for any reason, as decided upon by the affirmative vote of a majority of the Directors at any meeting of the Board of Directors specifically called for that purpose.

ARTICLE III – MEETING OF MEMBERS

1. **Monthly Meeting:**
Monthly meetings of the members shall be required. Meeting shall be held on the First and Third Saturday of the monthly. They shall be held at the time and place as determined by The President of the Association.
2. **Special Meetings:**
Special meetings of the members maybe called by The President of the Association or any three (3) of Directors and shall be held at such time and place as may be determined by the members.
3. **Notices and Conduct of Meetings:**
Notice, stating the place, day and hour of all meetings and, in the case of special meetings, the purpose for which such meeting is called, shall be given before the date of the meeting, by or at the direction of the President, to each member entitled to vote at such meeting. The President shall conduct meetings of the members. If the Presiding Member is unavailable or otherwise unable to conduct any meeting of members, the Vice President shall conduct such meeting or meetings of members.
4. **Voting:**
At any meeting of the members, each member present at such meeting shall have one (1) vote on any matter. Any tie in a vote among members shall be broken by a vote of the President.
5. **Meeting by Conference Telephone:**
Members may participate in a meeting by conference telephone or similar communications equipment, so long as all persons participating in such meeting can hear one another. Participation in a meeting through telephonic means shall constitute presence at such meeting.
6. **Quorum:**
The presence of five (5) percent of the members shall constitute a quorum for the transaction of business of the members, but a lesser number may adjourn from time to time without notice other than an announcement of lack of a quorum at the meeting, until a quorum shall attend.
7. **Members – Manner of Acting:**
The act of a majority of the members present at a meeting at which a quorum is present is the act of the members.

8. **Presumption of Assent:**
A member of the Association who is present at a meeting of the members at which action on any Association matter is taken shall be presumed to have assented to the action taken unless his or dissent shall be entered in the minutes of the meeting or unless he or she shall file his or her written to such action with the person acting as the secretary of the meeting before the adjournment thereof or shall forward such dissent by registered mail to the secretary of the Association immediately after the adjournment of the meeting. No member may dissent regarding an action for which the member voted in favor.

9. **Compensation:**
By Directive of the Board of Directors, the Association may compensate any member a fixed sum for any expenses reasonably incurred in behalf of the Association upon approval of the Board of Directors.

10. **No Transfer or Assignment:**
No member of the Association may transfer or assign his membership interest in the Association or any right arising there from to any other party nor shall any member attempt to transfer his membership interest or any right arising there from to any personal representative, heir or devisee.

ARTICLE IV – DIRECTORS and OFFICERS

1. The elected Officers of the Association shall be:
 - a. President
 - b. Vice President
 - c. Executive Director
 - d. Secretary
 - e. Treasurer
 - f. Chaplin
 - g. Judge Advocate
 - h. Sergeant of Arms

2. The Board of Directors shall be composed of the President, Vice President, Executive Director, Secretary, Treasurer, Chaplin, Judge Advocate.
 - a. The Board of Directors Shall have and exercise all administrative powers of the Association during the period of there election, in the case of emergencies, between meetings, as long as it is by a majority vote.

3. All elected officers shall maintain at minimum a voting membership during their time holding office.

4. **Resignation:**
An officer may resign at any time by giving written notice of resignation to the Association. An officer’s resignation shall take effect at the time specified in the notice, and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

5. Election and Term of Office:
The elected officers of the Association shall be elected by the members at each December meeting. If the election of officers shall not be held at such meeting, such election shall be held as soon as convenient thereafter. Each officer shall hold office until the officer's successor shall have been duly elected and shall have qualified, or until the officer's earlier death, resignation or removal.
6. Removal:
Any officer of the Association may be removed from office with or without cause, and for any reason, as decided upon affirmative vote of a majority of the membership at any meeting of the members specifically called for that purpose. Upon the effective date of the officer's removal, officer shall cease to be an officer of the Association.
7. Vacancies:
A vacancy in any office because of death, resignation, removal, disqualification or otherwise may be filled by the Board of Directors for the unexpired portion of the term.
8. Authority and Duties of the Officers:
The officers of the Association shall have the authority and shall exercise the powers and perform the duties specified below.

SECTION I: Duties of the President; the president shall preside at all meetings. The president shall appoint all committees. The president shall be ex-officio member of all committees. The president shall in case of a tie have the deciding vote. The president shall at each session submit a report of his or her official business, which has been transacted by him or her together with such recommendations, as he or she may deem advisable. The president shall call special meetings when necessary at which time he or she preside and submit all matters of business provided by laws of the order for its consideration and action.

The president may temporarily suspend or expel a Subordinate Associations pending investigation, if it is not observing the KCA constitution and by laws. There must be a majority vote to permanently expel a Subordinate Association.

The president shall represent or answer questions concerning the Association.

SECTION II: Duties of the Vice-President; The Vice President shall assist the president in the performance of his duties. The Vice President shall preside at meeting in the absence of the President.

SECTION III: Duties of the Executive Director; The Executive Director shall advise and assist the President in the performance of his duties and shall execute such assignment as ordered by the President. The Executive Director shall preside at meetings in the absence vice President.

SECTION IV: Duties of the Secretary the secretary shall take a record and transcribe minutes of all meetings and shall submit it for approval or rejection at the next meeting. The secretary shall conduct all general correspondence and shall answer all correspondence directed to the Association in a timely manner. All amendment to the original constitution and by law must be recorded by the secretary and placed in the original records. All records must be submitted at the end of the year for filing in the permanent files of the Association.

SECTION V: Duties of the Treasures: The treasurer shall receive and take charge of all monies belonging to the Association. The treasurer will pay all bills submitted and approved by the membership. The treasurer will keep accurate records of all monies received and expended. The treasurer will give an audit of all funds at each monthly meeting and submit his records to the Board of Directors for audit and approval. The treasurers will maintain a record of all paid membership. The treasurer shall be bonded for amount of monies he or she may handle and the Association shall pay for the bond. All records must be submitted at the end of the year for filing.

SECTION VI: Duties of the Chaplin; The Chaplin shall offer the opening and closing prayers at all meetings. The Chaplin is responsible for letting the treasurer know of need for any cards sent out to our members due to illness, or flowers sent in member's death.

SECTION VII: Duties of the Sergeant of Arms; The Sergeant of Arms will have charge of meeting and shall admit members only to the monthly meeting. The Sergeant of Arms is also responsible to maintain order in the meeting.

SECTION VIII: Duties of the Judge Advocate: The Judge Advocate shall decide all points of law and order subject to appeal, such appeal forthwith to be raised before the Association.

ARTICLE V – SUBORDINATE ASSOCIATIONS

1. The Association may establish Subordinate Associations throughout the state. Subordinate Association shall fall under the same rules and regulations as the Kentucky Constable Association and shall have one delegate per 10 members to represent them at the regular monthly meeting of the Association. All members of the Subordinate Association must become a member of the Kentucky Constable Association.

ARTICLE VI – MEMBERSHIP CERTIFICATES

1. Certificate of Membership, in which case they shall be in form and style as the Board of Directors may determine, may evidence regular membership in the Association. The President of the Association shall sign them.

ARTICLE VII – AMENDMENTS

1. By-Laws may be adopted, amended or repealed by the majority vote of all the members of the Association present at the monthly meeting, where a quorum is present, duly convened.

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