

**NDEOA CONSTITUTION & BYLAWS
AS AMENDED ON JULY 18, 2008**

CONSTITUTION

ARTICLE I. NAME

The name of this Association shall be the National Drug Enforcement Officers Association, Inc., hereinafter known as the "Association" and/or NDEOA.

ARTICLE II. PURPOSE

The general purpose and objective of this Association shall be to promote the cooperation, education, and exchange of information among all Law Enforcement Agencies involved in the enforcement of controlled substance laws.

ARTICLE III. MEMBERSHIP

There shall be five classes of members of this Association: Active Member, Associate Member, Charter Member, Life-Time Member, and Honorary Member.

Section I - Active Members. Any full-time, sworn law enforcement officer who is officially certified by the jurisdiction wherein the officer is employed may apply for membership. This precludes circumstances involving nominal compensation or limited law enforcement employment which is utilized as an adjunct to a nonlaw enforcement occupation. Anyone making application for active membership in the Association must also qualify under one or more of the following:

A. Applicant is a graduate of the Drug Enforcement Administration's (BNDD/DEA) National Training Institute, Drug Enforcement Officers Academy.

OR

B. Applicant is a graduate of the DEA Drug Unit Commander's Course and/or the two-week basic Drug Enforcement Officers Course.

OR

C. Applicant is a Special Agent of the U.S. Department of Justice, Drug Enforcement Administration, who has graduated from basic agent school.

OR

- D. Applicant is active or has been active in the field of Drug Law Enforcement. Applicant shall have creditable training in Drug Law Enforcement, and certification of such training shall be attached to the application for membership.

Applicant must be sponsored by an active member of the National Drug Enforcement Officers Association. The sponsor shall state in writing his or her approval of the application for membership.

Application for Active Membership in the Association must be completed in its entirety and must be accompanied by payment of all applicable fees and a minimum of one year's dues. Application and dues/fees for membership shall be submitted to the Treasurer, who shall forward the application to the President or his designate.

Section II - Associate Members. Any full-time, sworn law enforcement officer who does not meet the requirements for active membership, but who is officially certified by the jurisdiction wherein the officer is employed, shall become an Associate Member of the Association upon proper application, payment of all required dues/fees, and upon the applicant's approval by the Executive Board.

- A. An Associate Member shall be entitled to all the rights and privileges of an Active Member except the right to attend business meetings and vote therein and the privilege of holding office in the Association.
- B. A retiring Associate Member whose dues have been maintained in current status throughout the five years preceding retirement may make written application to the Executive Board to retain the status of an Associate Member. Upon approval of the Executive Board, the Associate Member may thereafter remain an Associate Member by the continued payment of dues. Any Associate Member who is retired from the law enforcement field shall not attend law enforcement training.
- C. Any Associate Member in good standing who, at a later date, meets the qualifications of an Active Member may apply in writing to the Executive Board for Active Member status.

Section III - Charter Members. There shall be only nine Charter Members in the Association. Charter Members shall have all the rights of an Active Member except that they may not hold office or attend law enforcement training unless they also meet the requirements to be an Active Member. These Charter Members are as follows:

Charles White
Charles Reavis
Barry M. Lea
Laurence Giliotti
Roland M. Hughes
Lloyd D. Hurst
Joseph M. Band
Debra A. Rosales
Cuyler Windham

Section IV - Life-Time Members. A retired law enforcement officer is one who no longer a sworn officer as defined in Article III, Section I.

- A.** Active Members of the Association who retire from employment in a law enforcement agency shall be entitled to a free life-time membership in the Association, provided that the member has been an active, dues-paying member for the five years preceding retirement.
- B.** A Life-Time Member may not attend training. Such a member does, however, have the right to attend business meetings, vote and may serve as an elected officer on the Executive Board only as Secretary or Treasurer.
- C.** An Active Member who retires from law enforcement shall make written application to the Executive Board to become a Life-Time Member. Upon approval of the Executive Board, a vote for final approval will be taken of the membership at the next Annual Conference.
- D.** Active Members in good standing who retire from law enforcement but who do not meet the qualifications for a free Life-Time Membership shall be entitled to continue their membership in the Association by payment of their dues. Such a member may not attend training or seek an elected office on the Executive Board; however, such member may attend business meetings and retain the right to vote.

Section V - Honorary Members. The Executive Board may appoint any person who has done or is doing outstanding work for or providing support to the Association as an Honorary Member. This Honorary Membership may be canceled at any time, for cause, by the Executive Board. Honorary Members may not attend business meetings or attend law enforcement training in the Association unless they also meet the requirements of Active or Associate Membership.

Section VI - Termination of Membership. Any membership other than a Life-Time Membership shall cease:

- A.** Upon termination of the member's employment as a law enforcement officer, except as provided for by Article III, Section 4 of the Constitution, provided that the member may make written application to the Executive Board to continue the membership. Upon receipt of such application, the Executive Board may, by their unanimous vote, continue the paid membership of that person until the next full business meeting of the Association, at which time the continued membership of such member shall be put to a vote of the members present.
- B.** Upon the arrest of any member for a crime amounting to a felony or any controlled substance offense. The member shall have their membership suspended, and upon conviction of a crime amounting to a felony or any controlled substance offense, the membership shall be terminated.

Section VII. The President or his designate may refer the application to the Executive Board for investigation of the qualifications and/or character of the applicant before approving the application. Should any member of the Executive Board find the applicant to be unqualified for membership by failure to meet the minimum standards for the type of membership applied for or for any other reason deemed to be so serious as to preclude favorable consideration, the application, together with a letter explaining the reason the application was denied, shall be returned to the applicant.

Section VII. The Secretary will provide to each new member a printed copy of the Articles and Bylaws. The applicant shall then become a member of the Association, subject to and bound by the Constitution and the Bylaws of the Association existing at that time or as they may hereinafter be amended.

ARTICLE IV. OFFICERS

Section I - Designation. The principle offices of the Association shall be that of President, First Vice President, Second Vice President, Secretary, Treasurer, General Counsel, and DEA Liaison. The President may appoint a Parliamentarian, State Representative, or Sergeant-at-Arms and such other appointees as the President and Executive Board deem necessary.

Section II - President. The President shall be the Chief Executive Officer of the Association. The President shall preside at all meetings of the members and of the Executive Board. The President shall approve all disbursement of funds and shall be the

primary signatory of two signatories on all checks. The President shall have all of the general powers and duties which are usually vested in the, office of President of an Association including, but not limited to, the power to appoint committees from among the membership.

Section III - First Vice President. The First Vice President shall take the place of the President and perform the duties of the President whenever the President shall be absent or unable to act. The First Vice President, along with the Second Vice President, shall maintain, coordinate, and manage all Association activities of State Representatives. The First Vice President shall also perform such other duties as may be assigned by the President or Executive Board.

Section IV - Second Vice President. The Second Vice President shall take the place of the First Vice President and perform the duties of the First Vice President whenever the First Vice President shall be absent or unable to act. The Second Vice President shall maintain, update and preserve all documents, records, and photographs of the Association. The Second Vice President, along with the First Vice President, shall maintain, coordinate and manage activities of the State Representatives. The Second Vice President shall also perform such other duties as may be assigned by the President or Executive Board.

Section V - Secretary. The Secretary shall keep and maintain the minutes of all meetings of the Executive Board and the minutes of all meetings of the members of the Association, and shall have charge of the membership books, and of such other books and records as the Executive Board may direct. The Secretary shall issue all notices, bulletins, membership certificates and cards, and conduct the official correspondence. The Secretary shall prepare a full business report to the Association at the end of each year, and shall report to the President or Association upon request. The Secretary and Treasurer shall receive all funds of the Association. The Secretary is authorized to disburse funds as a second signatory on all checks with the President. In that event, the Secretary shall report to the Treasurer any disbursement so made.

Section VI - Treasurer. The Treasurer shall have responsibility for Association funds and shall be responsible for keeping complete and accurate records and accounts of all receipts and disbursements in books belonging to the Association. The Treasurer shall receive and deposit, in the name and to the credit of the Association, all monies of the Association in such depositories as may from time to time be designated by the President. The Treasurer shall disburse such funds as are directed from time to time by resolution of the Executive Board. An Executive Resolution shall not be necessary for disbursements made in the ordinary course of business. The Treasurer shall annually report to the Executive Board, or to the President upon request. In addition, the Treasurer shall perform all duties generally and specifically incident to the office of Treasurer. At the

expiration of the Treasurer's term, the Treasurer shall deliver to the successor all money and property of the Association in the Treasurer's care, custody or control.

Section VII – General Counsel. The General Counsel will serve at the pleasure of the Executive Board as an ex-officio Member charged with the responsibility of providing advice, assistance, referrals, and counseling to any active Member of the NDEOA involved in a critical incident on an as-needed basis, and performing such other functions and duties as the NDEOA Executive Board may determine to be in the best interest of its Members. The General Counsel may provide assistance to an active Member involved in a critical incident by referring officers to potential expert witnesses and attorneys who have experience in critical incidents, as well as provide other resources that may be available to the officers, and may, in conjunction with the Officer's employing agency, provide certain general background information to the press in an attempt to obtain some balance to the press coverage associated with critical incident.

Section VIII – DEA Liaison. The DEA Liaison to serve at the pleasure of the Executive Board as an ex-officio Member charged with the responsibility as a Liaison Officer between the DEA Office of Training, and the NDEOA Executive Board, regarding the NDEOA Annual Conference, and other duties as assigned by the President. The DEA Liaison position will consist of a DEA Special Agent, assigned to the DEA Office of Training, in Quantico, as to be determined by the Special Agent in Charge (SAC) of the Office of Training, with the concurrence of the NDEOA Executive Board.

ARTICLE V. EXECUTIVE BOARD

The current Officers of the Association shall constitute the Executive Board, which shall act for the Association in all Association business between annual meetings. The Executive Board shall decide all questions which may arise under the Bylaws subject to appeal of its decision at the general business meeting of the annual conference. The immediate Past President may serve as an advisor to the Executive Board at the discretion of the President.

ARTICLE VI. AMENDMENTS

The Constitution or the Bylaws of the Association may be amended by a two-thirds (2/3) vote of the membership present at the annual conference at which the amendment is presented. The Constitution and Bylaws of the Association may also be amended by a two-thirds (2/3) vote of the membership of the Association as a write-in ballot.

Section 1. The membership shall be notified of the proposed changes in writing at least sixty (60) days prior to such a vote.

Section II. Amendments may be proposed by the Executive Board of the Association on its own motion or upon the written request of any five (5) members, in good standing, of the Association.

Section III. Any amendments, additions, deletions or other changes to the Articles of the Association shall become effective at twelve o'clock noon on the day after the close of the annual conference at which they are adopted.

ARTICLE VII. DISSOLUTION OF THE ASSOCIATION

This Association shall not be dissolved except upon the affirmative vote of three-fourths (3/4) of the members eligible to vote.

Section I. The vote will be conducted as provided for in Article VI, Section II of the Bylaws, by a vote of the members present at the Annual Conference and by mail-in ballots. The membership shall be notified of the impending vote and the reason therefor at least sixty (60) days prior to the date of the vote. The vote count shall be made at the Annual Conference.

Section II. Should it not be possible, for cause, to have any Annual Conference, each and every member entitled to vote shall be sent a mail-in ballot and the Executive Board shall conduct the vote count.

Section III. All members shall be notified of the results of the vote.

BYLAWS OF THE ASSOCIATION

ARTICLE I. GOVERNING AUTHORITY

The Bylaws of the Association shall govern the administration and operation of the Association.

ARTICLE II. DUES/FINANCE

Section I. The dues of the Association shall be set by a vote of the members present at the Annual Conference acting upon a recommendation for change made by the Executive Board.

Section II. The fiscal year of the Association shall be from January I through December 31. The books and accounts of the Association shall be audited by an independent accounting firm selected by the Executive Board during the fiscal year.

Section III. At the Annual Conference, a committee of at least three members shall review the report of this audit and shall review the books and accounts of the Association for the time period since that audit. This committee shall report their findings to the members present at the Conference.

Section IV. Members who have not paid their current dues shall not be eligible to serve on committees, run for office, or vote on any Association business, including elections of officers of the Association. Any member who is in arrears may be dropped from membership in the Association.

ARTICLE III. NOTICE OF CONFERENCE

At least sixty (60) days prior to the event, notice shall be given in writing to the entire membership of the date and location of each business meeting of the Association. The Executive Board shall meet as is required to conduct the business of the Association.

ARTICLE IV. CONFERENCE

There shall be an annual meeting and training conference of the Association at such time and place as shall be decided by a vote of the members present at the preceding conference. The Executive Board may change the location of the conference for cause. Prior to a vote by the membership about a conference site, any member who wishes to host the conference must present to the Executive Board information that establishes that the member has the necessary support of law enforcement, local government, and/or local business to ensure a successful conference at the proposed location. With the consent of the Executive Board, the member who wishes to host the conference shall then make a presentation to the membership present regarding the proposed conference site.

ARTICLE V. QUORUM

A quorum of the Executive Board shall be at least one-half (1/2) of the members of such Board. At any duly called conference or special meeting of the membership, one-twentieth (1/20) of the membership of the Association present and entitled to vote, and represented in person, shall constitute a quorum.

ARTICLE VI. VOTING

Section I. In all elections for officers of the Association, every member entitled to vote shall be permitted to cast only one vote, in person at the annual meeting, for each elective office.

Section II. Any member entitled to vote may vote in person or in writing when it pertains to the Constitution or Bylaws of the Association.

Section III. Unless otherwise provided in these Bylaws, the affirmative vote of the majority of the members present at a meeting at which a quorum is present shall be necessary for the adoption of any matter voted upon by members.

ARTICLE VII. ELECTION OF OFFICERS

Section 1. The officers of the Association shall be elected annually by the members eligible to vote who are in attendance at the Annual Conference.

Section II. The President shall appoint an Election Committee to receive the names of the nominees for office, to review the credentials of the nominees, to present a list of certified candidates to the membership, and to oversee the election process.

Section III. The election of officers shall take place on the second full day of the Conference, with nominations for each office being closed on twelve o'clock noon on that day. Voting shall be conducted by written ballot in accordance with Article V and Article VI of the Bylaws. Any ballot cast for an individual who has not been properly certified by the Election Committee will be treated as a blank ballot.

Section IV. To ensure an orderly transition, the officers of the incoming and outgoing Executive Boards will meet in executive session prior the close of the conference to transfer all books, records and property of the Association from the old to the new officers.

ARTICLE VIII. ELIGIBILITY FOR OFFICE

Section I. Any Active Member may seek any office of the Association except that of President. Any Active Member must have served as an Executive Board Officer for at least two (2) consecutive terms preceding the conference at which the Active Member seeks election to the Presidency. A Life-Time member may only seek the office of Secretary or Treasurer.

Section II. No more than two (2) members of the Executive Board may be employed by the same governmental agency.

Section III. An Active Member seeking election to the Executive Board must have attended at least two (2) of the four (4) Annual Association Conferences immediately preceding the conference at which the member seeks election.

ARTICLE IX. LENGTH OF TERMS

There shall be a limit of two (2) consecutive terms for the President. There shall be no limit on the number of terms of the First Vice President, Second Vice President, Secretary, Treasurer, General Counsel or DEA Liaison. The term of office for each officer shall run from close of conference to close of conference.

ARTICLE X. REMOVAL OF OFFICERS

Upon an affirmative vote of a majority of the members of the Executive Board, any officer may be removed, for cause, and his successor elected at any regular meeting of the Executive Board, or at any special meeting of the Board called for such purpose.