

NATIONAL LIQUOR LAW ENFORCEMENT ASSOCIATION CONSTITUTION AND BY-LAWS

Amended September 8, 2016

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Article I - Name

The organization shall be known as the National Liquor Law Enforcement Association.

Article II - Purpose

The purpose of this Association is to secure a close official and professional relationship among liquor law enforcement officials; to secure a unity of action in law enforcement matters; to enhance the standards of liquor law enforcement personnel and training of the law enforcement profession generally.

Article III - Membership

General:

Membership in this organization shall consist of Agency Members, Individual and Associate Members. Additional memberships shall be Life Members, Life Associate Members, and Honorary Members. No licensee, employee or representative of the alcoholic beverage industry shall be eligible for membership. Any membership in the Association may be rescinded for cause by the Executive Committee.

Section 1. Agency Membership

Agency Membership shall be open to State, Provincial, Native American, County, Municipal, or Territory Liquor Law Enforcement Agencies, Regulatory Agencies, and Police/Sheriff Departments as well as College / University Police Departments in the United States and Canada. As approved by the NLLEA Executive Committee and voting members, Agency members may list representatives of their agency with the Association.

Charter Regular members are those individuals who attended the organizing meeting in 1988.

Agency members and Charter Members shall be entitled to all privileges of membership as provided in this Constitution and By-laws.

Section 2. Individual and Associate Membership

Individual and Associate Membership shall include all persons recommended and accepted by the Association. Individual members shall include all law enforcement and regulatory personnel who enforce or regulate liquor laws and are not listed as part of an Agency Membership. Associate members are all other persons (non-law enforcement or regulatory personnel) that have been recommended and accepted by the NLLEA. The Association shall use appropriate discretion in the selection of Associate Members.

Individual and Associate Members shall have all the privileges of Agency Membership except those of holding office, chairing committees, and voting.

Section 3. Lifetime Membership

A. Life Members:

Life membership shall include Members who have completed at least five (5) years as a representative of an Agency Member and who are honorably retired or honorably resigned from active duty with at least ten (10) years of liquor law experience. All past Presidents of the National Liquor Law Association shall become Life Members upon the completion of their term in office and no longer representing an Agency Member. Life Associate Members who have completed at least five (5) years in the Association and who have honorably retired or honorably resign from their respective organization may be eligible for Life Associate Membership.

The Association shall use appropriate discretion in the election of Life Members and Life Associate Members by majority vote at the annual business meeting.

Life members shall have all the privileges of Membership except those of holding office, chairing committees, and voting, with the exception of past Presidents of the National Liquor Law Enforcement Association who shall maintain the privilege of voting.

Section 4. Honorary Membership

Honorary membership shall include all persons recommended and accepted by the Association. The Association shall use appropriate discretion in the selection of Honorary Members. Honorary members shall have all the privileges of Associate Membership.

Section 5. Application

All applications for any type of membership must be submitted to the Association prior to the annual meeting through the forms and processes designated by the Association.

Section 6. Eligibility for Membership

Applications for membership shall be reviewed by the Executive Committee. The Executive Committee shall scrutinize applications for accuracy and eligibility to their best ability and report their findings to the Association membership with a recommendation of approval or denial. The eligibility for any membership shall be by a majority vote of the full Association upon recommendation of the Executive Committee.

Article IV - Officers of the Association

Section 1. Officers of the Association

The officers of the Association shall consist of a President, Vice President, Secretary/Treasurer, and a Sergeant-At-Arms, all of whom shall hold their office for one year or until their successor shall be

elected and qualified. Any Association officer who leaves employment or retires from a liquor law enforcement position may complete the term of his/her current position until the next annual business meeting, at which time an election shall take place to replace that officer for any remaining officer positions of the Association.

Section 2. Nomination of officers

Nomination for office shall be made known to the President of the Association on or before the annual business meeting. The President or his/her designee will notify Association members at the annual meeting.

Section 3. Election of officers

The President, Vice President, Secretary/Treasurer, and Sergeant-At-Arms shall be elected at the annual meeting of the Association. The voting may be held by secret ballot.

Section 4. Removal of officers

Officers of the Association may be removed for a cause by a majority of the voting Agency Members.

Section 5. Officer Resignation

Resignation as an Officer must be made in writing and received by the President or to the other Officers if the resigning officer is the President.

Section 6. Eligibility for the office

To be eligible for election as an officer of the Association, the candidate must have been an Agency Member for a period of one year. Only the duly sworn Director of the Liquor Enforcement Agency, the Chief Liquor Law Enforcement Officer, or the Assistant Directors or Deputy Chiefs, regardless of title, or any agency member that has been approved by their respective agency, shall be able to hold office in the NLLEA, and shall be recognized as an Agency Member so long as they maintain an Agency Membership in the Association.

Section 7. Inability to complete term of office

Should an officer become unable to complete the term of office for any reason, the President of the Association shall appoint a replacement for the office who shall serve until the next regular election of officers.

Article V - Powers and Duties of Officers

Section 1. President

It shall be the duty of the President to:

1. Preside at all meetings of the Association
2. Establish such Ad Hoc committees as necessary during his/her tenure in office
3. Perform such other duties as may be incident to his/her office
4. Serve as the official representative of the National Liquor Law Enforcement Association
5. Conduct an annual review of the Executive Director in consultation with the Immediate Past President

Section 2. Other Officers

B. Vice President

It shall be the duty of the Vice President to assume the duties of the President in his/her absence. Working in company with the President he/she will be responsible for the planning and development of the Association activities and programs.

B. Secretary/Treasurer

It shall be the duty of the Secretary/Treasurer to:

1. Record and maintain records of the annual meeting
2. Maintain a current membership list
3. Work with the Executive Director to oversee the preparation and dissemination of correspondence on behalf of the Association
4. Work with the Executive Director to oversee the revenue and expenses of the Association
5. Review and approve via signature annual tax filings
6. Render a full annual report (based on a calendar fiscal year) to the membership of all moneys received and disbursed at the annual business meeting.

C. Sergeant-At-Arms

It shall be the duty of the Sergeant-At-Arms to:

1. Maintain order and security at the annual conference
2. Assist the President, members of the Executive Committee and presenters at business meetings
3. Take attendance counts at conferences
4. Assist speakers at conferences
5. Carry out additional duties as requested by the President or by the Executive Committee to facilitate the smooth operation of the conferences

Section 3. Conflict of Interest Policy

As a condition of serving on the Executive Committee, all newly elected Officers shall be required to sign the Conflict of Interest Policy at the time of election onto the Executive Committee.

Article VI - Executive Committee

Section 1. Membership

The Executive Committee shall consist of the elected officers of the Association, the Immediate Past President and the Executive Director.

Section 2. Responsibilities

The Executive Committee shall have supervision, control, and direction of the affairs of the Association, shall execute the Association's objectives and shall have discretion in the disbursement of funds. It may adopt such rules for the conduct of its business as shall be deemed advisable.

Section 3. Meetings of the Association

The annual meeting of the Association will be held at a place determined by the Association. At each annual meeting, the Association shall strive to select a site for the annual meeting to be held two years forthcoming.

Article VII – Appointed Officers and Committees

Section 1. Executive Director

It shall be the duty of the Executive Director, in consultation with the NLLEA Executive Committee, to:

1. Assist the President and the other Officers of the Executive Committee
2. Hire, coordinate and supervise the NLLEA staff in the day-to-day operations of the Association
3. Work with external partners to ensure that all project objectives are met
4. Oversee the annual conference, training symposiums and other training development activities to ensure that they are successful
5. Coordinate the data collection projects to ensure that the Association is providing relevant information to the membership and other appropriate groups
6. Collect membership dues and receive all general funds belonging to the Association
7. Pay all invoices submitted to the Association
8. Render a full report to the Executive Committee of all monies received and distributed and all activities conducted by staff
9. As a representative of the Association when requested and as needed

The Executive Director shall be subject to hire and termination by the Executive Committee. Other staff shall be subject to hire and termination by the Executive Director. The Executive Director shall attend and participate in meetings of the Executive Committee and special committees, but shall not be entitled to a vote.

Section 2. Special Committees

The President of the Association or the Executive Committee may establish special committees as they shall determine are necessary for the functioning of the Association. Each such committee shall be given a specific charge and term. No special committee shall have a term extending beyond one (1) year unless reappointed. The Executive Committee may not delegate to any special committee any of the following powers:

1. The power to amend the bylaws or articles of incorporation
2. The power to hire or fire the Executive Director
3. The power to approve dissolution, merger, or transfer of assets of the Association
4. The power to take any action that requires the approval of the Executive Committee by law

Committee minutes must reflect any recommendations put forward by the committee for consideration by the Executive Committee, and must become part of the Association record.

Article VIII - Dues

Section 1. Dues

Each Member Agency shall pay to the Association annual dues as specified by the NLLEA Executive Committee and ratified by general membership. **[Appendix A]** Individual Members shall pay to the Association \$50.00 annual dues. Associate Members shall pay to the Association \$100.00 annual dues. Lifetime Members and Honorary Members shall pay no dues. The membership year will be for twelve months from the date of membership payment.

Section 2. Delinquent Dues

Any member delinquent in payment of may be deprived of membership benefits, including the right to vote. Those dropped from the rolls must submit a new application to be processed the same as a new applicant.

Article IX - Rules of Order

Section 1.

In the absence of any provision to the contrary in the Constitution or the Rules of the Association, all meetings of the Association shall be governed by parliamentary rules and usages contained in the current edition of Robert's Rules of Order, Revised.

Section 2.

Procedure for conducting Association meetings:

1. Meeting called to order (roll call of officers)
2. Reading of the minutes of the previous meeting
3. Reading of communications
4. Reading and approving of bills contracted in the name of the Association
5. Report of officers:
 - President's report
 - Vice President's report
 - Secretary's report
 - Treasurer's report
6. Reports of committees
7. Old business
8. New business
9. Unfinished business
10. Annual meeting (selection of site)
11. Election of officers
12. Adjournment

Section 3. Voting

A. Each Agency membership shall be entitled to one vote at any meeting of the general membership. The single vote is to be cast by the senior ranking officer of the represented Agency member. PROVIDED, in the absence of any Agency Member from a state, the Associate and Individual Members of said state may caucus to cast a single vote for the state.

B. Each Executive Committee Officer shall be entitled to one vote. This vote is independent of their agency. The Executive Committee member may also cast the single Agency vote for his or her agency.

C. Each Charter Member, as defined in Article IV, shall be entitled to one vote. This vote is independent of their agency. The Charter member may also cast the single Agency vote for his or her agency.

D. Each Past President, as defined in Article IV, shall be entitled to one vote. This vote is independent of their agency. The Past President may also cast the single Agency vote for his or her agency. In the event that a charter member is also a past president, that individual shall be entitled to a single vote as either a charter member or a past president, but not as both.

Section 4. Amendments

Amendments to the Constitution and Bylaws may be made by a majority of voting members present at the NLLEA Annual Conference as recorded and presorted by the Executive Committee.

Article X - Dissolution

It is intended that NLLEA will be a permanent organization. However, the Association may be dissolved by a majority vote of all paid Full Member organizations. This vote may be conducted by mail (postal service or electronically). In the event that NLLEA is dissolved, all funds available after the payment of outstanding obligations shall be donated to a tax exempt organization to be named by the Executive Committee, used in support of an information technology program or a similar academic program.

Appendix A

Agency Membership Fee:

Number of Members	Fee
1-5	\$200
6-24	\$300
25-49	\$400
50-99	\$500
100-199	\$750
200 -300	\$1000