

**THE KENTUCKY CONSTABLE ASSOCIATION, INC**

**CONSTITUTION AND BY-LAWS**



**REVISED AND ADOPTED**

**Saturday, November 20, 2010**

## Table of Contents

CONSTABLE’S CODE OF ETHICS .....	4
MISSION STATEMENT .....	5
ARTICLE I - OFFICES .....	5
ARTICLE II – MEMBERSHIP .....	5
Voting Membership .....	5
Dues .....	5
Term of membership.....	5
Qualifications .....	5
Voting .....	5
Non-Voting .....	6
Rights of Members.....	6
Resignation .....	6
Removal .....	6
ARTICLE III – MEETING OF MEMBERSHIP.....	6
Monthly Meeting .....	6
Board Meetings.....	6
Special Meetings of the Board of Directors.....	6
Notices and Conduct of Meetings.....	7
Voting .....	7
Voting by Conference Telephone .....	7
Meeting by Conference Telephone.....	7
Quorum .....	7
Members – Manner of Acting.....	7
Presumption of Assent .....	7
Compensation .....	7
No Transfer or Assignment.....	8
Conflict of Interest .....	8
ARTICLE IV – BOARD OF DIRECTORS and OFFICERS.....	8
The elected Officers of the Association.....	8
Resignation .....	9
Election and Term of Office .....	9
Removal .....	9
Vacancies .....	9
Authority and Duties of the Officers .....	10
SECTION I: Duties of the President.....	10
SECTION II: Duties of the Vice-President .....	10
SECTION III: Duties of the Executive Director.....	10
SECTION IV: Duties of the Secretary.....	11
SECTION V: Duties of the Treasurer.....	11
SECTION VI: Duties of the Chaplain; The Chaplain .....	11
SECTION VII: Duties of the Sergeant at Arms.....	11
SECTION VIII: Duties of the Professional Standards Director .....	11
ARTICLE V – COMMITTEES.....	11
By-Laws Committee.....	12
Special Events & Activities Committee.....	12

<b>Government Affairs Committee</b> .....	13
<b>Training Committee</b> .....	13
<b>Professional Standards Committee</b> .....	14
ARTICLE VI – PRESIDENTIAL APPOINTMENTS.....	14
<b>Government Affairs Director</b> .....	14
<b>Training Director</b> .....	14
<b>Community Relations Director</b> .....	14
<b>Bureau of Professional Standards Members</b> .....	14
<b>Webmaster</b> .....	14
<b>Honorary Presidential Appointments</b> .....	14
ARTICLE VII – OFFICIAL DRESS/COLORS.....	15
ARTICLE VIII – OPEN RECORDS REQUEST .....	15
<b>CUSTODIAN OF RECORDS</b> .....	16
ARTICLE IX – TRAINING DIVISION .....	16
<b>TRAINING REQUIRMENTS</b> .....	16
<b>TRAINING COST</b> .....	16
<b>TRAINING TIMES</b> .....	17
<b>TRAINING SCHEDULE</b> .....	17
<b>SECTION SUPERVISORS</b> .....	17
<b>TRAINING DIVISION FORMS</b> .....	17
ARTICLE X– PROFESSIONAL STANDARDS BUREARU .....	17
<i>procedures</i> .....	18
ARTICLE XI – SUBORDINATE ASSOCIATIONS .....	18
ARTICLE XII – MEMBERSHIP CERTIFICATES .....	19
ARTICLE XIII – AMENDMENTS.....	19
ARTICLE XIV – DISSOLUTION .....	19

# CONSTABLE'S CODE OF ETHICS

As a constitutionally elected or appointed Constable, sworn to carry out the trust and confidence by the citizens whom I have the duty to serve ensuring that I will behave and act accordingly to the highest personal and professional standards while abiding by the following Code of Ethics:

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 TIME 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 SHALL 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.

# MISSION STATEMENT

The purpose of the Association shall be to promote and protect the Constitutional office of the Constable within the Commonwealth of Kentucky and provide quality training and educational opportunities to Constables and their Deputies, while making best efforts for the Constable to become actively involved in civic and community organizations and activities in educating the public and to otherwise promote suppressing crime with community policing.

## 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.
4. The fiscal year of the association shall be January 1 – December 31.

### ARTICLE II – MEMBERSHIP

1. Voting Membership. The Association shall have two classes of membership:
  - a. Voting members - Active
  - b. Non-voting members – Associate, Auxiliary, Corporate and Junior Explorers
2. Dues  
The Association shall be maintained through the payment of dues by the members and corporate sponsors. These dues shall be set by the Board of Directors and ratified by the two-thirds (2/3) majority of voting members. Dues shall be paid by March 31<sup>st</sup>.  
  
Active Member \$40    Associate \$25    Auxiliary \$10    Corporate \$100    Junior Aux \$0
3. Term of membership
  - a. The term of membership shall be one (1) year.
  - b. Year being defined as January 1<sup>st</sup> to December 31<sup>st</sup>
4. Qualifications
  - a. Voting:  
Voting members shall hold, or have held the office of Constable or Deputy

Constable, or have been grandfathered under the associations previous qualifications and have had a continuous active membership, and have the 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 have the desire to fulfill the purpose of the Association specifically.

5. 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.

6. 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.

7. Removal:

a. Any member or members of the Association may be removed from membership, with just cause, 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 just cause, 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 MEMBERSHIP

1. Monthly Meeting:

Monthly meetings of the members shall be required for the transaction of Association business and for the exchange of information. Meeting shall be held on the Third Saturday of the month. They shall be held at the time and place as determined by The President of the Association and may take the form of a dinner meeting either preceded or followed by a keynote speaker with a presentation of a timely, relevant law enforcement or criminal justice topic or training.

2. Board Meetings:

The Board of Directors shall hold at least four (4) regular meetings each year, in which one must be to review the annual financial status of the Association to insure appropriate handling of all funds. To ensure appropriate continuation and success of the association mission statement, The Board of Directors may conduct a board meeting following the Monthly meeting as deemed necessary.

3. Special Meetings of the Board of Directors:

Special meetings of the members or board for any purpose may be called at any time by the President of the Association or any three (3) of the Directors. Such meetings of the members shall be held upon not less than 24 hours notice given via electronic means

(email, website, telephone). Such notice shall specify the time and place of the meeting, or may be conducted via conference call.

4. 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 President is unavailable or otherwise unable to conduct any meeting of members, the Vice President shall conduct such meeting or meetings of members.

5. Voting:

At any meeting of the members, each voting 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.

Voting by Conference Telephone

In the event any Board of Directors meeting is conducted via a conference telephone, votes shall be cast by roll call.

6. 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.

7. Quorum:

The presence of five percent (5%) 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. The presence of four (4) Board of Directors shall constitute a quorum of the Board for the transaction of business at a Board Meeting.

8. 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.

9. 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.

10. Compensation:

Neither members, board of directors nor officers shall receive any fee, salary or remuneration of any kind for their services in such capacities, provided, however, that board of directors and officers may be reimbursed for reasonable expenses incurred with approval of the Board upon presentation of vouchers.

11. 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.

12. Conflict of Interest:

No contract or other transaction between the Association and one or more of its Board of Directors or Officers, or between the Association and any other Corporation, firm, association or other entity in which one or more of its Directors or Officers are directors or officers, or have a substantial financial interest, shall be approved by a vote of the Board or any committee thereof if such Board of Director or Officers (hereinafter "interested director or director) are present at the meeting of the Board, or a committee thereof, which authorized such contract or transaction, or his or her votes are counted for such purpose, unless:

The material facts as to such director's or officer's interest in such contract or transaction and as to any such common directorship, officer ship or financial interest are disclosed in good faith or are known to the Board or committee, and the Board or committee authorizes such contract or transaction by unanimous written consent, provided at least one director so consenting is disinterested, or by a majority vote without counting the vote or votes of such interested director or officer even though the disinterested directors are less than a quorum; or

The material facts as to such director's or officer's interest in such contract or transaction and as to any such common directorship, officer ship, or financial interest are disclosed in good faith or are known to the general membership entitled to vote thereon, if any, and such contract or transaction is authorized by a majority vote of such members.

## ARTICLE IV – BOARD OF 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. Professional Standards Director
- h. Sergeant at Arms

2. The activities of the Kentucky Constable Association, Inc. ("Association") shall be managed by the Board of Directors ("Board"), which shall be composed of the President, Vice President, Executive Director, Secretary, Treasurer, Chaplin and Professional Standards Director.

The Board of Directors shall be the representative body of the Association and, as such, shall have, hold and control all funds and activities of the Association in accordance with the by-laws governing these matters. The Board has the responsibility to furnish



appropriate guidance in all Association matters and will act on behalf of the full members. It is the responsibility of the Board to review the financial status of the Association annually to insure appropriate handling of all funds.

- a. The President shall serve as Chairman of the Board and in his absence or incapacity, the Vice-President shall serve or as the case may be in order of succession.
- b. The Secretary shall serve as Secretary to the Board. He or she shall take the minutes of the Board and shall preserve them in a permanent record.
- c. The Board of Directors shall have and exercise all administrative powers of the Association during the period of their election, in the case of emergencies, between meetings, as long as it is by a majority vote.
- d. A majority of the Directors shall constitute a quorum for the transaction of any business which may come before the Board.

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. Each elected officer shall take an oath of office and assume such office during the January meeting and shall serve for a term of one (1) year or until his/her successor is duly elected and installed, or until the officer's untimely death, resignation or removal.

6. Removal:

- a. Any officer of the Association may be removed from office with **just cause**, 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.
- b. Any officer of the Association may be removed from office, with just cause, 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. 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.

- a. In the event of filling vacancies the following shall apply as line of succession for the continuation of the Association until such position is filled by the Board of Directors. If the officer filling a vacancy chooses to remain in that position and fill the vacant office, then the Body of the Association at the next regular scheduled monthly business meeting shall elect any office that remains unfilled.
  - a. President

- b. Vice-President
- c. Executive Director
- d. Secretary
- e. Treasurer
- f. Chaplin
- g. Professional Standards Director
- h. Sergeant at Arms

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 be the chief executive officer of the Association, shall have general charge and supervision over and responsibility for the affairs of the Association, shall preside at meetings of the members and board as Chairperson; shall represent the general membership at professional functions; and mediates any disputes over procedural matters. Unless otherwise directed by the Board, all other officers shall be subject to the authority and supervision of the President. The President may enter into and execute in the name of the Association contracts or other instruments not in the regular course of business that are authorized, either generally ~~or~~ and specifically by the Board of Directors and majority of membership present. The President shall have the general power and duties of management usually vested in the office of President of a corporation. The President may delegate from time to time to any other officer, any such duties and authority. The president may temporarily suspend or expel a Subordinate Association 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 unless he or she has appointed this responsibility to a designee.

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 meetings in the absence of the President and succeed to office of President in the event of a vacancy until it is filled by the Board of Directors or duly elected by the body of the Association.

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 will receive all membership applications and maintain a record of all paid membership (members must be given receipt of payment). All membership fees are to be forward to the Association Treasurer. The Executive Director shall be bonded for amount of monies he or she may handle and the Association shall pay for the bond. The Executive Director shall preside at meetings in the absence of the Vice President. The Executive Director shall perform such duties and possess such powers as are incident to the office or as shall be assigned by the President or the Board.

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. The Secretary shall decide all points of law and order subject to appeal, such appeal forthwith to be raised before the Association. The Secretary shall perform such duties and possess such powers as are incident to the office or as shall be assigned by the President or the Board.

SECTION V: Duties of the Treasurer: The treasurer shall serve as financial officer of the Association which will 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 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. The Treasurer shall perform such duties and possess such powers as are incident to the office or as shall be assigned by the President or set forth by the Board of Directors.

SECTION VI: Duties of the Chaplain; The Chaplain shall offer the opening and closing prayers at all meetings. The Chaplain 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. The Chaplain shall perform such duties and possess such powers as are incident to the office or as shall be assigned by the President or set forth by the Board of Directors.

SECTION VII: Duties of the Sergeant at Arms; the Sergeant at Arms shall maintain order at any meeting of the Association and shall act as doorkeeper at such. The Sergeant at Arms is also responsible to maintain order in the meeting. The Sergeant at Arms shall expel from the place of meeting any person who is creating a disturbance or who is guilty of any other misconduct. In the event of the Sergeant at Arms is not present at any meeting the President shall appoint a member to act as such during said meeting. The Sergeant at Arms shall perform such duties and possess such powers as are incident to the office or as shall be assigned by the President or set forth by the Board of Directors.

SECTION VIII: Duties of the Professional Standards Director: The Professional Standards Director is responsible for providing guidance to the association on all matters affecting professional standards for Kentucky Constables, directs the Professional Standards Committee to investigate wrongdoings and give findings to the Board of Directors.

## ARTICLE V – COMMITTEES

The Association President shall establish and appoint from among the directors one or more committees of one or more members; which may include persons who are not board of directors, provided that at least one member of each committee shall be a board of director and that any act of any committee which has members which are not board of directors shall be advisory and shall not bind the Board or the Association and shall be subject to Board approval.

No such committee shall:

- a) Make, alter or repeal any by-law of the Association;
- b) Elect or appoint any officer or director, or remove any officer or director;
- c) Take action that requires the approval of members; or
- d) Amend or repeal any resolution previously adopted by the board;

The President may:

- a) Fill any vacancy in such committee;
- b) Appoint one or more persons to serve as alternate members of any such committee, to act in the absence of members of any such committee with all the powers of such absent members of a committee;
- c) Abolish any such committee at its pleasure; or
- d) Remove any members of such committee at any time, with just cause.

A majority of each committee shall constitute a quorum for the transaction of business and the act of the majority of the committee members present in which a quorum is present shall be the act of such committee. Each committee shall appoint from among its members a chairperson unless the President establishing such committee designates the chairperson, in which case, in the event of a vacancy in the chairpersonship, the President shall fill the vacancy.

Actions taken at a meeting of any such committee shall be kept in a record of its proceedings that shall be reported to the Board at its next meeting following such committee meeting. Each established committee will be given opportunity at each regular business meeting of members to give a report to the general membership.

The President shall serve as ex-officio voting member of the committees. Each committee can have a vice-chair and secretary to document the minutes of committee meetings.

#### **By-Laws Committee:**

The By-laws committee will regularly review the By-Laws and Rules & Regulations of the Kentucky Constable Association Inc. to assure that they properly reflect purposes and policies of the Board of Directors, meet appropriate needs for the governance of the Kentucky Constable Association Inc.

The Committee will review and propose amendments or modifications to the By-Laws and Rules & Regulations of the Kentucky Constable Association Inc., as deemed necessary.

The By-Laws Committee shall review, evaluate, and make recommendations regarding suggestions submitted by members of the Kentucky Constable Association Inc. pertaining to the Bylaws and Rules & Regulations.

The Secretary shall serve as Chair of this committee and it shall consist of a minimum of three members of the Association.

#### **Special Events & Activities Committee:**

This committee plans and implements the organization's fundraising program with professional staff. Works with the Board of Directors and Executive Director, to determine short and long term funding needs. Identifies and enlist leaders from the corporate and other sectors to serve on the committee. Reviews progress of the fundraising goals and makes recommendations to the Board of Directors.

The President of the Association shall appoint the Chair of this committee and it must contain at least a minimum of five members of the Association.

**Government Affairs Committee:**

It is the role of the Government Affairs Committee to lead the Kentucky Constable Association Inc. advocacy of efforts designed to improve the vitality, opportunity and quality of Kentucky Constables. To carry out this mission in the way our Membership demands and deserves, the Committee closely monitors policy debates and legislative initiatives in Kentucky Legislation and then brings its recommendations to our Board of Directors for action.

This committee is a very active one, heavily involved with the vitality of our members and the Constable at large. It needs to speak out publicly with frequency and conviction, for that is how our collective voice is heard.

The Government Affairs Director shall serve as Chair of this Committee and it shall consist of a minimum of five members of the Association.

**Training Committee:**

The Training Committee serves as an advisory group working with the Training Division Director to define educational and training needs and obligations. The Committee is also involved in program planning and development.

Maintain relations and a suitable training and certification agreement with Instructions and Training Organizations in which provide training instruction to the Kentucky Constable Association Inc.

Maintain a set of qualification criteria for trainers, as agreed with the Training Committee along with maintaining a private library of training materials that can be used by trainers at different levels. Ensure that the technical and promotional content of all training materials has been approved by the Training Committee.

Maintain an examination for each appropriate level of training, approved by the Training Committee. This material is to be kept under strict control. Maintenance shall include changing the exams periodically.

Review the results of all examinations to determine whether any changes are needed in the training or examination materials.

Maintain a record of training sessions completed, including: date, location, nature of the attendees, trainer, trainer feedback, and attendee comments.

Report relevant attendee or instructor feedback to the Kentucky Constable Association Inc. Body or Board of Directors, when requested.

The committee seeks to serve members and encourages input from everyone. Please contact any member of the committee if you have a suggestion for a training need, are interested in teaching a session, or have comments about any Kentucky Constable Association Inc. Training.

The Training Division Director shall serve as Chair of this Committee and it shall consist of each Training Manager assigned by the Training Division Director.

**Professional Standards Committee:**

This committee will be responsible for providing guidance to the association on all matters affecting professional standards for Kentucky Constables.

This committee shall serve as the Bureau of Professional Standards which will be responsible to investigate complaints of criminal wrong doing and malfeasance of office. The investigations will be conducted to assist Constables in cases of false accusations, to assist local law enforcement in investigating complaints, and shall recommend necessary action to be taken to such member of the association who violate state law or the bylaws of the Kentucky Constable Association Inc.

This committee shall be neutral in not taking any side during any investigation.

This committee will refer any and all disciplinary referrals to the Kentucky Constable Association Inc. Board of Directors once the investigation has been completed.

The Professional Standards Director shall serve as Chair of this committee and the Professional Standards Bureau shall serve as members of the committee.

## ARTICLE VI – PRESIDENTIAL APPOINTMENTS

The President of the Association shall appoint the following positions for the continuation of Official Association Business. Each of these positions shall serve under the President.

**Government Affairs Director**

Shall direct and over see any and all relations pertaining to Association legislation.

**Training Director**

Shall direct and over see any and all relations pertaining to training and Association Training Division.

**Community Relations Director**

Shall direct and over see any public relations information dissemination authorized by the Association President.

**Bureau of Professional Standards Members**

Shall serve as Investigators of the Professional Standards Bureau under the direction of the Director. They shall also serve as the members of the Professional Standards Committee.

**Webmaster**

Shall oversee any and all control of information disseminated through the official Association website. Shall serve as the gateway of control for all information being factual and official information released on behalf of the Association both via website and email. The webmaster shall be the point of contact for the Association Website and email accounts.

**Honorary Presidential Appointments (if applicable)**

Shall be given as necessary and deemed appropriate with the approval of the Board of Directors.

## ARTICLE VII – OFFICIAL DRESS/COLORS

To provide a distinct identity to the association and its members. Uniforms show pride in your Association. The official dress colors are navy blue and tan.

Official dress shall be navy blue uniform pants with tan stripe down each leg, tan uniform shirt with navy blue pocket flaps and navy blue epaulets on the shoulders along with shoulder patches denoting the county of the Constable's Office. Other uniform insignia may consist of such gold items (to indicate rank as Constable) as Name plate, badge, proper collar pins, whistle chain, buttons and any other items deemed necessary.

## ARTICLE VIII – OPEN RECORDS REQUEST

The Kentucky Open Records Act (KRS 61.870 to KRS 61.884), or KORA, provides access to public records that, by law, are not exempt from disclosure. For more information on the act, visit the Kentucky Office of the Attorney General Web site at <http://ag.ky.gov>

Public records are those materials prepared, owned, used, possessed, maintained or retained by state and local government agencies that must be open for public inspection unless the records are excluded by any of the 14 exemptions in the Kentucky Open Records Act. Public agencies are not required to compile information or to answer questions, but to provide only specific records responsive to a request. For more information on the 14 exemptions and other KORA information, visit the Kentucky Office of the Attorney General Web site at <http://ag.ky.gov>

The Kentucky Constable Association Inc. (KCA) charges 10 cents per released page. There also are charges for photos, or any form of media applicable. The official custodian sends a letter stating how much requesters owe for records.

State law requires a written response to an open records request be issued within three days (excluding Saturdays, Sundays and legal holidays). The three-day timeframe begins the day after receipt of the request. For more information, go to <http://ag.ky.gov/civil/orom/> and click on "Protecting Your Right to Know."

To request copies of or inspect public records, you must make a **written** request to the Official Custodian of Records. Sign the request, print your name, and describe the records (be specific, i.e. name, date, location) you wish to inspect or obtain copies of. Please include your address and phone number. Mail, fax or hand deliver your request to the Kentucky Constable Association Inc. Official Custodian of Records at the following address:

Kentucky Constable Association, Inc.  
Attn: Open Records  
ADDRESS ON FILE WITH SECRETARY OF STATE OFFICE

The fax number is to be the Office of the Executive Director. Send to the attention of Official Custodian of Records. If you have questions, anyone can also call the phone number on file with the Secretary of State Office.

Note: Records generally are not available at the time a request is submitted.

**CUSTODIAN OF RECORDS:**

Association Minutes/Documentation: Association Secretary

Personnel/Membership: Association Executive Director

Training: Association Training Director

Bureau of Professional Standards: Association Judge Advocate

Official Application to request Association Public Records for Inspection can be located in the Appendix.

## ARTICLE IX – TRAINING DIVISION

The Training Division defines and provides educational and training needs and obligations set forth by the Training Director and any applicable laws relating to Law Enforcement Officers meeting such requirements set forth in state statute when necessary. The Training committee is also involved in program planning and development while serving as an Advisor to the Training Director and Division.

The Division shall maintain a set of qualification criteria for trainers, as agreed with the Training Committee along with maintaining a private library of training materials that can be used by trainers at different levels. Ensure that the technical and promotional content of all training materials has been approved by the Training Committee.

Maintain an examination for each appropriate level of training, approved by the Training Committee. This material is to be kept under strict control. Maintenance shall include changing the exams periodically.

Maintain a record of training sessions completed, including: date, location, nature of the attendees, trainer, trainer feedback, and attendee comments.

The Division shall upon successful completion adhering to all course requirements set forth by the lead instructor or section supervisor for such course issue a certificate of completion for each individual successfully completing and adhering to such requirements. The certificate should be issued to the student completing the course upon the last day of course or the next available scheduled monthly training which ever may be deemed necessary by the Training Director.

**TRAINING REQUIRMENTS:**

Even though by state statute, Constables are exempt from certification and in-service training, it should be the Training Divisions top priority to acknowledge safety concerns of untrained officers and recommend and focus on training requirements for Constables to address Professional Development growth and resolve safety concerns with untrained officers.

**TRAINING COST:**



Courses hosted by the Training Division are free to members unless otherwise specified. Cost for training for non-members is \$25 per person and shall be pre-paid prior to participating in such course.

**TRAINING TIMES:**

Times will be set by the Instructor and Training Director based on the amount of hours set for achieving all course objectives and allow time in administering course exam. All times, will operate within the time zone that the course is being conducted.

**TRAINING SCHEDULE:**

The training schedule shall be set by the Training Director and publicly posted. The schedule should be set as early as possible for the year but subject to change beyond control as necessary.

**SECTION SUPERVISORS:**

The division shall establish at minimum three (3) training section supervisors which will consist of Firearms Section Supervisor, Physical/Defensive Tactics Section Supervisor and Patrol/Traffic/Investigation Section Supervisor.

The Division Section Supervisor positions will serve as managers overseeing the respective courses taught within the categories the section supervisors are assigned. The Section Supervisors may also serve as a liaison between the Course Instructors and the Division Training Director. The Training Section Supervisors may also assist in additional duties assigned by the Training Director.

The Section Supervisors shall serve under the Training Director of the Association Training Division.

**TRAINING DIVISION FORMS:**

These are the necessary forms established by the Training Director and approved by the Training Division Committee for the official use of tracking and reviewing course participants and course evaluations. Such forms shall be used until deemed to be abolished or changed by the Training Director and approved by the Training Committee.

## ARTICLE X– PROFESSIONAL STANDARDS BUREAU

The Bureau of Professional Standards shall be established by the Kentucky Constable Association Inc. to investigate complaints of criminal wrong doing and malfeasance of office.

Investigations are conducted to assist Constables in cases of false accusations, to assist local law enforcement in investigating complaints, and to remove members of the association who violate state law or the bylaws of the Kentucky Constable Association Inc.

Two active members of the association will be appointed by the Kentucky Constable Association Inc. President (listed above) to serve as investigators for the Bureau of Professional Standards. Investigators shall operate independent of the Board of Directors to ensure that investigations preserve their integrity. Updates on progress to the Board of Directors may be made only by the Director or by his designee as authorized.

Investigators shall be a neutral party not taking any side during an investigation.

Investigators shall interview parties involved in a timely manner to ensure the information is collected while fresh in the minds of witnesses.

Investigators shall turn over all findings to the Director for ruling on violations of the KCA bylaws or state law. Such ruling is subject to appeal to the Board of Directors. Information involving violations of state law shall be forwarded to the Kentucky State Police for further investigation.

Statements to the press shall **only** be made by the Kentucky Constable Association Inc. President or the Kentucky Constable Association Inc. Community Relations Director after findings have been reviewed by the Board of Directors following presentation by the Bureau of Professional Standards.

The Kentucky Constable Association Inc. Bureau of Professional Standards does not investigate unsigned complaints, third party complaints, anonymous complaints, or complaints of improper actions (whether administrative or criminal) by other law enforcement agencies.

***Should you wish to file a complaint against a Kentucky Constable, the following procedures shall apply:***

**All complaints shall be submitted in writing and signed by the person filing the complaint. Please include dates, times, locations and any other information you feel pertinent that resulted in you filing the complaint.**

The written and signed complaint should be delivered or mailed to the following:

Kentucky Constable Association Inc.  
Bureau of Professional Standards  
ADDRESS ON FILE WITH SECRETARY OF STATE OFFICE

An investigation can not be deemed initiated until it is received in a written and signed complaint and received by the Bureau of Professional Standards.

Any person making a verbal complaint shall be given opportunity to put their complaint in writing, sign and submit the complaint to the Bureau of Professional Standards.

The Bureau of Professional Standards shall notify all complainants in writing upon receiving the written complaint. Unless determined that such contact may compromise the investigation and the Bureau of Professional Standards shall notify complainants thereafter as to the status of the complaint and any ensuing investigation.

## ARTICLE XI – SUBORDINATE ASSOCIATIONS

The Association may establish Subordinate Associations throughout the state. Subordinate Association shall fall under the same rules and regulations as the Kentucky Constable Association Inc. 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 Inc.

## ARTICLE XII – MEMBERSHIP CERTIFICATES

Certificate of Membership, in which case they shall be in form and style as the Board of Directors may determine, may evidence membership in the Association. The certificates shall be signed by the association President.

## ARTICLE XIII – AMENDMENTS

These By-Laws may be altered, amended or repealed by the Board of Directors or five percent (5%) vote of all voting members of the Association present at the monthly meeting, where a quorum is present, duly convened. Written or electronic notice (email, website, telephone) of any such by-law change to be voted upon by the Board shall be given not less than 10 days prior to the meeting at which such change shall be proposed.

## ARTICLE XIV – DISSOLUTION

Upon dissolution, after payment of all debts, no part of the remaining assets may be distributed to any Board of Director, Member or Officer of the Association, but shall be distributed to another organization exempt under the provisions of Section 501(c)(3) of the United States Internal Revenue Code or a State or local government, for a public purpose.