

POLICY AND PROCEDURES



AS ADOPTED BY THE BOARD OF GOVERNORS IN HUTCHINSON, KANSAS, OCTOBER 4, 1989

This limited Policy and Procedure Manual was adopted to set procedural guidelines and establish policies for the operation of the Kansas Peace Officers Association that are not included nor part of the Constitution and By-Laws, They can be amended by a majority vote of the Board of Governors at a duly notified Meeting called by the President.

SECTION I FUND

SECTION II EXPENSES

SECTION III INVENTORY

SECTION IV ELECTIONS

SECTION V DUTIES

SECTION VI LIFE MEMBERSHIP

Any items in the Policy and Procedure Manual that could be determined to conflict with the Kansas Peace Officers Association Constitution any By-Laws shall be deemed Void and the Constitution and By-Laws shall prevail.

SECTION I. FUNDS

- A. All Funds of fee Kansas Peace Officers Association shall be handled in accordance with Article III of the By-Laws and as directed in Article IV, Section I, pabhhg to the Finance Committee duties. The Constitution and By-Laws will rule in any conflict with Police and Procedure.
- B. The Chief Executive Officers and the Finance Committee members shall maintain in a fund balance an amount equal to the current Death Benefit liability of the current active memberships. This balance applies to the existing natural Death Benefit in effect.
- C. Any major changes in the existing fund investment must be approved by the full K.P.O.A Board. This would include the form, Bonds vs. Speculative Investments (Stocks), Financial Institutions, or significant fund management changes.

- D. The Secretary - Treasurer shall be responsible for K.P.O.A. financial management limited to the receiving and expenditures of funds required in the normal operation of the Organization. Those funds placed in the investment trust shall be managed in accordance with the procedures approved by the Finance committee and the Chief Executive Officers as defined in the By-Laws and in Section C, above.
- E. The Secretary - Treasurer shall be responsible for the maintenance of a ledger of all transactions K.P.O.A. funds. These ledgers shall be audited annually and open for inspection by authority of the President to any member for good cause. An annual report is required by the By-Laws at the Fall Convention or as requested by the President or a majority of the Board.
- F. Expenditure Limits: Other than routine office expenses with the daily operation of the Organization, the following limits will exist for the authorization of expenditure level:

\$10,000 or above - Membership approval
\$5,000 to \$10,000 – Board approval
\$1,000 to \$5,000 - Chief Executive Officers approval
\$1,000 or below - President or Secretary - Treasurer approval

All expenditures above will be reported to the MI Board at the following meeting. These limits would apply to any major expenditures related to Conferences, Conventions or Seminars sponsored by the Organization not previously approved by the Board.

- G. District Meeting Expenses: Each district shall be authorized an expenditure of \$300.00 semi-annually to conduct a general meeting in the District. Expenditures should be commensurate with attendance and topic matters must include those which support the goals of the Organization and protect its' tax status. A notification of such meetings shall be sent to the Chief Executive Officers. A roll of attendees and summary of costs must be sent to the Secretary - Treasurer to be included in the maintenance of the Organizations audit ledger. All surplus funds must be returned to the Secretary - Treasurer for re-deposit.
- H. Special Conference or Seminar Expenses: Any special meetings, i.e.; Training, Legislative, etc., will have an expenditure authorization established by the Board prior to such a meeting. The authorization implies an accounting of the expenditures by the individuals in charge upon completion. Again, expenditures will be allowed for topic matters that support the goals of the K.P.O.A. and protect its' IRS status.
- I. Special Committee Meetings: The Organization will pay necessary expenses for meeting rooms if needed and reasonably related expenses including at least one meal for attendees at appropriate times related to the meeting. A roll of attendees shall be maintained and receipts provided to the Secretary-Treasurer for inclusion in the annual audit records.

SECTION II – EXPENSES

- A. Expenses authorized h the By-Laws, Article II, Section 5, are limited as follows:
1. Mileage requests at the current IRS rates are allowed by request if a personal vehicle must be used to attend an Executive Committee meeting or an otherwise required function.
 2. Room rates negotiated by the Executive Board are the only allowable expenses if a member is required to spend the night due to travel requirements. The President or his/her designee may authorize a room allowance for safety reasons.
 3. A meal per-diem cost limited to \$15.00 per day shall be authorized for Board Members or Committee personnel authorized by the President during the attendance at required meetings.
 4. By-Laws preclusions at the Fall and Spring Conferences apply as stated in Article II, Section 5, without exception.
 5. Per-diem costs may be attached to room costs by a Committee member at the rate allowed. Excess costs are to be paid by the attendee.
 6. No reimbursements shall be made for travel expenses or per-diem costs covered by a member's Law Enforcement Agency if K.P.O.A. business are to be paid by the individual incurring them and are not to be included on room bills to be paid by the Organization.
 7. Hospitality charges not previously authorized by the C.E.O. are not subject to reimbursement or payment.
- B. Reimbursement for any other personal expenses in connection with K.P.O.A. activities must be approved by the President or a member of the C.E.O. in his/her absence.
- C. The annual salary, monthly office expense account and office rent for the Secretary - Treasurer shall be set by the Executive Board based on recommendations by the Chief Executive Officers, The beginning level shall be determined when the individual is elected to the Office and shall be reviewed for adjustments annually, The C.E.O. shall be responsible for such reviews and if necessary, make any recommendations to the full Board.

SECTION III – INVENTORY

- A. The Secretary - Treasurer shall be responsible for maintaining an inventory list of all property owned by the Organization.
- B. A descriptive list of all K.P.O.A. property with serial numbers if available shall be made to the Chief Executive Officers on an annual basis.
- C. The inventory list shall include all equipment with a value of (\$25.00) or more and does not include routine office and paper supplies.
- D. The disposal of any inventory items must be with the consent of a majority of the current Chief Executive Officers.

- E. Purchase of major inventory items require the approval of a majority of the Chief Executive Officers. Such purchases must be in accordance with accepted business practices that may include a bid procedure for some major purchases. In all circumstances the best interests of the organization prevails over other considerations.
- F. The range master will be responsible for the maintenance of all target d range equipment owned by the K.P.O.A.
- G. The Secretary-Treasurer shall IE responsible for the maintenance of necessary service contracts and or routine maintenance of all office equipment owned by the K.P.O.A

SECTION IV – ELECTIONS

A. Time

1. The election will be held no sooner than one hour after the announced commencement of the K.P.O.A. Fall Conference Business Session of the general membership.
2. The election will start with the President announcing the candidates for the state and district offices. At this time, the President will announce the location of the district elections. The district elections will follow the elections of the state offices.
3. Prior to the issuance of the ballots, each candidate for a state office will be given an opportunity to introduce the candidate to the general membership. This introduction will be made by the candidate himself. This introduction will not exceed 6 minutes.

B. Ballots

1. To obtain a ballot the member will show a current K.P.O.A. membership card or verification of current membership from the membership list kept by the Secretary- Treasurer. A verification of the current members in the K.P.Q.A. district will be made at this time. Upon showing of membership card and determination of K.P.O.A. district, the member will be issued state and district ballots.
2. The ballots will be issued by three persons selected by the President. The Secretary - Treasurer will be present and verify membership and the member's district from a anent membership list. The Sergeant-at-Arms will supervise the issuance of ballots.
3. Each candidate for a state office will appoint one person to view the issuance of the ballots. These persons may assist in the issuance of the ballots if called upon by the Sergeant-at-Arms. Any questions or points of order made by a candidate or his representative will b directed to the Sergeant-at-Arms. If the question or point of order cannot be resolved, the problem will then be taken to the President and addressed by the Executive Committee prior to the results of the election being announced.

4. The style of ballot used will be selected by the Secretary-Treasurer and approved by the Executive Board prior to the election. The ballots used will have the name of the position printed on it. The District Governor's ballots will have the number of the District marked on them at the time they are issued.
5. The ballots will be cast in a container selected by the Sergeant-at-Arms.

C. COUNTING

1. The counting of the ballots of the state offices will be made immediately after the last state office ballot is cast.
2. The Sergeant-&-Arms will supervise the counting of the ballots and will keep tabulation of the count on paper. The tabulation will show the number of members voting and the number of votes cast for each candidate. Three persons selected by the President will assist in the counting of the ballots. Each candidate will appoint one person to be present for the counting of the ballots. These persons may assist in the counting of the ballots if called upon by the Sergeant-at-Arms. Any questions or point of order in reference to the counting of ballots will be directed to the Sergeant-at-Arms. If the question or point of order cannot be resolved, the problem will be brought before the President and Executive Committee prior to the announcement of the winning candidates.
3. The Sergeant-at-Arms will tabulate the count of ballots and present the results to the President. The Sergeant-at-Arms will verify the count total with the number of ballots issued.

D. DISTRICT GOVERNOR ELECTIONS

1. **TIME:** The District Governor's election will be held after the ballots for the state officers are counted and tabulated and the results are given to the President.
2. **LOCATION:** The President will announce the time of the district vote. The President will indicate the location of each district meeting place.
3. **CASTING:** The Sergeant-at-Arms will supervise the casting & counting of the District Board of Governor's ballot.
4. **COUNTING:** The Sergeant-&-Arms will appoint one district member to assist in counting the number of members voting in his/her district and collect the ballots cast. The count of voters and the ballots will be taken to the Sergeant-at-Arms. This person selected by the Sergeant-at-Arms and one person selected by each district candidate will count the votes. The Sergeant-at-Arms will keep tabulation of the count on paper and take the results of the district elections to the President.

Any questions or points of order raised by the district candidates will be directed to the Sergeant-at-Arms. If the question or point of order cannot be resolved, the problem will then be taken to the President and addressed by the Executive Committee prior to the results of the election being announced.

The tabulation will show the number of persons voting in the district and the number of votes cast for each member.

E. ANNOUNCEMENT OF THE ELECTION RESULTS

When the tabulation of ballots cast for all state and district offices has been presented to the President by the Sergeant-at-Arms the results of the election will immediately be announced by the President.

The Sergeant-at-Arms will collect and hold all tabulations and ballots cast in the election of both state district candidates. The ballots will be destroyed at the conclusion of the General Membership Business Session in which the election was held. The ballots will be destroyed by the Sergeant-at-Arms. The tabulation of votes for each office will be submitted to the Secretary-Treasurer for placement into the record.

SECTION V – DUTIES

A. TRANSFER OF OFFICE

The gravel shall be passed to the incoming President during the closing meeting at the Fall Conference. The outgoing President will open the closing meeting and handle any old business. At the conclusion of the old business, the outgoing President will pass the gravel to the incoming President. All other offices will be effective at the same time.

B. RESPONSIBILITIES OF DISTRICT GOVERNOR

The District Governors are responsible to the members of their district to provide the following basic services:

1. Represent their constituents at the Executive Committee meetings.
2. Promotional Activities
 - a. Authorizes \$100 per year in each district to host recruitment meetings.
3. Host two District Meetings per year.
4. Co-ordinate other K.P.O.A. activities in their district such as Regional Training Seminars, Conferences, etc.

SECTION VI – LIFE MEMBERSHIP

A. Guidelines for minimum qualification for Life Member.

1. Must meet the requirement set out in Article II, Section 3 of the Constitution and By-Laws which states the person must have been an active member and have served the Association with a minimum of 10 years membership.
 - a. The 10-year membership requirement should be without a break in membership.
2. The membership should be a person who has been active with the association rather than merely being a member and whom because of their active involvement has furthered the goals and objectives of the association

3. The member should be a recent active participant in the association.
4. The member shall be in good standing with the association

B. Procedure for nominations for Life Member.

1. Nominations for Life Members may only be submitted by current active members.
2. Nominations for Life embers shall be in written form and shall be mailed or delivered to the Secretary-Treasurer before July 1 of the current year, preceding the Fall Conference.
3. AU nominations for Life Members shall be reviewed by the Executive Officers for validity of meeting minimum qualifications.
4. All nominees meeting minimum qualifications shall be placed on a ballot. Voting members shall vote for only one nominee.

C. Procedure for obtaining Senior Life Membership.

1. Members must meet the requirements set out in Article a, Section 8 of the Constitution and By-Laws of the Association.
2. The executive Committee shall review written requests for validity of meeting the requirements.
3. After review by the Executive Committee, the Secretary-Treasurer shall notify the member in writing of their acceptance or denial.
4. Upon meeting the requirements as set forth in Article 11, Section 8, members shall be afforded Senior Life Membership upon payment of dues.