



CALIFORNIA ASSOCIATION OF HOSTAGE NEGOTIATORS

CONSTITUTION / BYLAWS

As amended in August, 2009

CONSTITUTION / BYLAWS

CALIFORNIA ASSOCIATION OF HOSTAGE NEGOTIATORS

As amended: 08/09

The California Association of Hostage Negotiators (C.A.H.N.) Constitution has been adopted by the Executive Board at the Training Conference at Lake Arrowhead, June 1, 1990 and amended, as follows:

- at the Executive Board meeting in Burlingame, California, 9/23/1995.
- at the Executive Board meeting in Oxnard, California, 5/28/1997.
- pursuant to discussion by the Executive Board on 9/11/1998, 9/12/1998, and 1/23/1999 and by a 2/3 vote thereof effective 4/1/1999.
- at the Executive Board meeting in Sacramento, California, 9/28/02, and by subsequent unanimous vote thereof effective 10/31/2002.
- at the Executive Board meeting in Long Beach, California, 5/25/03.
- at a special By-Laws Revision Meeting of the Executive Board in San Leandro, California, 4/9/05.
- at the Executive Board meeting in Simi Valley, California, January 21, 2006.
- at the Executive Board meeting in Monterey, California, May 31, 2006.
- at the executive Board meeting in San Diego, California, September 22, 2006.
- at the Executive Board meeting in Ontario, California, August 29, 2009.

CODE OF ETHICS

As a member of the California Association of Hostage Negotiators, my fundamental duty is to serve mankind, protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the inalienable rights of all men to liberty, equality and justice.

I will keep my private life unsullied as an example to all, maintain courageous calm in face of danger, scorn, and ridicule, develop self-restraint, and to be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and professional official business, I will be exemplary in obeying the laws of my country and the constitution and bylaws of this Association. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity, will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear, malice, or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my Association as a symbol of faith and I accept it as trust to be held so long as I am true to the ethics of this Association. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession.

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As amended: 4/05

SECTION I: NAME

The name of this organization shall be the California Association of Hostage Negotiators (C.A.H.N.).

SECTION II. PURPOSE

The purpose of this organization shall be to:

1. Encourage an exchange of ideas and information within the field of hostage negotiations, both technical and investigative.
2. Foster friendship and cooperation among various members of the Association.
3. Stimulate research and the development of new techniques within the field of hostage negotiations.
4. Render financial support for worthy projects.
5. Compilation of statistical data of value in the field of hostage negotiations.
6. Endeavor to provide education in the field of hostage negotiations as a phase of public safety.
7. Encourage a high level of professional competence among negotiators.
8. Encourage the use of improved procedures and methods of negotiation.
9. Lend assistance whenever possible in formation of training programs.
10. Abide by the Code of Ethics.

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As amended: 4/05

SECTION III. OBJECTIVES

To further the objectives stated above, but not in limitation thereof, the Association shall have the power to collect and disseminate statistics and other information; to conduct research and investigations; to engage in various fund raising activities; to conduct promotional activities, including advertising and publicity, in or by a suitable manner or media; and to hold property as is necessary to accomplish its purposes. The Association shall have the power to do any lawful act reasonably necessary or desirable to carry out its purposes and for protecting the lawful rights and interests of its members or affiliates.

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As amended: 5/06

SECTION IV. MEMBERSHIP

- A. There shall be three categories of membership. Application for membership and annual dues payment shall be submitted to the Executive Secretary for review, approval, and referral to the appropriate Regional Secretary. Each membership category shall have the following requirements, and the membership term will be yearly from July 1st to June 30th. The amount of annual membership dues shall be set by the Executive Board and be equal for both Active and Associate members.
1. **ACTIVE** members shall enjoy all the rights and privileges of membership in the Association, including the right to vote. Active members are:
 - a. full-time sworn peace officers, from within or outside the United States of America; except, however, that no active member employed full-time outside the State of California shall hold office.
 - b. full-time non-sworn officers. Examples include community service officers or dispatchers;
 - c. individuals who have an association with law enforcement directly related to hostage/crisis negotiations. The association may be one of consultant, clergy, or contract-provided service(s), or similar. Examples include mental health professionals, or Reserve Peace officers.
 - d. individuals who have a professional interest in hostage/crisis negotiations, and their membership will benefit the Association as well as themselves. Examples include retirees who qualified for membership prior to their retirement.

2. **ASSOCIATE** members are those individuals who are employees of firms that provide equipment and services to negotiation teams, telephone company liaison to law enforcement, or other technical specialists.
Associate members may participate in Association meetings and functions, but shall not have the right to vote or hold office, and may not attend or participate in meetings and functions in which confidential matters (as determined by the Executive Board) are discussed or presented.

3. **HONORARY LIFE MEMBERSHIPS** are of two types. The first category are those granted by the Executive Board to those persons, who, in their opinion, have rendered outstanding service to the Association or to the field of Hostage Negotiation, or who, by virtue of their contributions to the discipline of hostage/crisis negotiation, have been deemed worthy of life membership. Honorary Life Memberships shall be granted only after a thorough evaluation of the prospective member reveals that such service has been rendered voluntarily, altruistically or without consideration of personal gain.

The second category of Life Membership was established at the direction of the Executive Board in 2002 to honor those who have completed the four-year commitment to move through the rotating chairs of the Presidency, and shall be known as the "President's Award."

Pursuant to the organizational changes enacted by the revision of these By-Laws in 2006, the Executive Board determined that the President's Award would be given only at the discretion of the Executive Board, and only to persons who had completed at least two full terms as Association President.

- a. Life members shall enjoy all the rights and privileges of membership in this Association.
- b. Honorary Life members are not required to pay annual dues.

B. TERMINATION OF MEMBERSHIP

1. Termination of membership may be voluntary or involuntary. Voluntary termination may be effected upon written request of the involved member, directed to the appropriate Regional Board, which shall inform the Association of such termination at the next regular meeting.
2. Membership may be involuntarily terminated for cause. The causes for initiation of termination may include:
 - Unethical conduct
 - Conduct detrimental to the welfare of the Association
 - Failure to pay dues as specified
 - Changes in principal occupation
 - a. In order for the Executive Board to consider an involuntary termination, there shall have been submitted to their Regional Board, a formal letter of complaint signed by at least three (3) current members, which specifically sets forth the reason(s) for which another member's continued membership is being questioned.
 - b. The Regional Director of the involved member shall insure that said member is notified of the nature of the complaint, in writing and by certified mail, within ten (10) days of receipt of the complaint. The Regional Director shall also insure that a current copy of these By-Laws is enclosed. The involved member shall have ten (10) days from the date of receipt of notice to respond if desired.
 - c. The Regional Director of the involved member shall insure that a written report of investigation is forwarded, within sixty (60) days, to the Executive Board. Said report shall include comments, if any, by any member of that same Regional Board.
3. Involuntary termination will be by a two-thirds plus one vote of the Executive Board members after a thorough review of the written report of investigation of the submitted charges. The involved member shall be notified by certified mail within ten (10) days of the vote of the Executive Board, and he/she may submit a written appeal by certified mail within forty-five (45) days of the vote. The termination shall be final if a written appeal is not received during the allotted time. In the event a written appeal is submitted in both a timely and proper manner, the President shall schedule a special meeting by the Executive Board as soon as is practical, to hear from the appellant. During this special meeting,

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As amended: 5/06

B. **TERMINATION OF MEMBERSHIP** (continued)

3. the Executive Board shall allow the appellant to address the Board, shall consider the appeal, and shall make a final decision, again by a vote of two-thirds plus one vote to terminate a membership.
4. The Executive Board shall have the power to suspend membership privileges pending the outcome of an investigation, if they deem a risk to the integrity of the Association exists.

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As amended: 4/05

SECTION V: CONDUCT OF ELECTED OFFICERS

- A. Causes for removal shall be unethical conduct and conduct detrimental to the welfare of the Association.
 1. **REGIONAL ELECTED OFFICER** - Inquiry into conduct of a Regional elected officer may be instituted by the presentation of a petition containing the signatures of ten or more active members of the region in question. The petition shall set forth the causes of said investigation. The President may also cause an investigation to be made regarding alleged misconduct on the part of any elected Regional officer.
 2. **MEMBER OF THE EXECUTIVE BOARD** - An inquiry into the alleged misconduct of a member of the Executive Board may be instituted by the President, any three members of the Executive Board, or by presentation of a petition containing the signatures of ten (10) or more active members.
- B. All investigations of misconduct of an elected officer shall be conducted by no less than three (3) appointees selected by a majority vote of the Executive Board. These appointees may not be a party to the action under investigation. The results (or an update) of the investigation shall be made available to the Executive Board as expeditiously as possible, but no later than sixty (60) calendar days from the date of appointment of investigating appointees. In the event one or more members of the Executive Board are the subject of the investigation, for the purpose of establishing a hearing board, the vacancy shall be filled by using Regional Board members, alternating between North and South. Whenever possible the first vacancy shall be filled with a Regional Board member, not from the same Region as the officer(s) under investigation.

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As amended: 4/05

SECTION V: CONDUCT OF ELECTED OFFICERS

(continued)

- C. When an allegation of misconduct is brought against an elected official, the Executive hearing board shall notify him/her in writing as to the nature of the allegations. Upon completion of the investigation, a written report shall be submitted to the Executive hearing board. The Executive hearing board shall notify the concerned officer(s) of their findings, in writing.
- D. In all cases of the substantiation of alleged misconduct against an elected officer, the hearing body shall afford the affected officer the opportunity to respond to its decision within fifteen (15) days of written notification. The decision shall be final if no written response is received in the allotted time.
- E. In all cases wherein an investigation of alleged misconduct has been instituted by the President, the results of that investigation shall be presented to the Executive Board for review and decision.
- F. In all cases of substantiation of alleged charges of misconduct, the charged officer may be subject to the following action or combination thereof, based on a majority decision of the Executive Board:
 - 1. Censure
 - 2. Removal from the Board
 - 3. Termination of membership.

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As amended: 9/06

SECTION VI: ORGANIZATION

- A. The California Association of Hostage Negotiators shall be divided into two regions.
 - 1. The **Northern Region** shall consist of the counties of Monterey, Kings, Tulare and Inyo, and all counties north thereof.
 - 2. The **Southern Region** shall consist of the counties of San Luis Obispo, Kern and San Bernardino, and all counties south thereof.
 - 3. All out-of-State members shall be assigned for administrative purposes to one of the two Regions, at the discretion of the Executive Secretary.

B. OFFICERS: GENERAL REQUIREMENTS

1. The officers of the Association shall be active members with a minimum of one-year's membership, and be or have been active hostage/crisis negotiators, or officially affiliated with a criminal justice agency hostage/crisis team at the time of their election or appointment.
2. All officers shall serve terms of two years, with certain terms staggered, as set forth elsewhere in these ByLaws, so as to promote continuity of experience on all three Boards, Executive and North/South Regional.

C. OFFICERS: EXECUTIVE BOARD - The Executive Board shall consist of the following eleven persons, whose terms of office shall be of two years duration:

1. **President**, who shall be elected in **even-numbered** years.
2. **Vice President**, who shall be elected in **odd-numbered** years.
3. **Conference Chair**, who shall be elected in **even-numbered** years.
4. **Executive Secretary**, who shall be elected in **odd-numbered** years.
5. **Executive Treasurer**, who shall be elected in **even-numbered** years.
6. **One Northern and one Southern Region Representative**, each of whom shall be elected in **even-numbered** years.
7. **One Northern and one Southern Region Representative**, each of whom shall be elected in **odd-numbered** years.
8. **Northern Region Director**, who shall be elected in **even-numbered** years, commencing in 2006.
9. **Southern Region Director**, who shall be elected in **even-numbered** years, commencing in 2006.

D. For the state offices of President, Vice President, and Conference Chair, the prospective candidate must have prior Regional or State Board experience. If the prospective candidate has prior experience on a police related board, similar to that of CAHN, this requirement may be waived, at the discretion of the Executive Board.

For the regional office of Northern and Southern Region Director, the prospective candidate must have prior Regional board experience. If the prospective candidate has prior experience on a police related board, similar to that of CAHN, this requirement may be waived, at the discretion of the Executive Board.

E. In the event an elected officer of the organization has an assignment change and is no longer a hostage/crisis negotiator, and as a result, is precluded by his/her agency's policy, staffing or working conditions from continuing in office and fulfilling the responsibilities attached thereto, it may become necessary for the officer to resign. In such an event, the vacancy created shall be filled:

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As amended: 9/06

SECTION VI: ORGANIZATION

(continued)

1. by the Director of the affected Region, if the office is a Regional office other than that of Director, including Regional Representative;
 2. by the Executive Board, if the office is that of Regional Director, President, Vice President, Conference Chair, Executive Secretary or Executive Treasurer.
- F. The Executive Board shall hold meetings at such regular times and upon such calls as it may specify. A quorum at any meeting shall consist of not less than eight (8) Executive Board members or their designees. Between meetings of the Executive Board, its duties and functions may be performed by such members or others as the Executive Board may designate. (4/99)
- G. The Executive Board may, at its discretion, select an Administrative Coordinator, who shall serve at the pleasure of the Board, and shall be responsible to the Board for the administration of Association business.
1. Said Administrative Coordinator shall not be a member of the Executive Board, but shall be present for and participate in all business conducted by the Board, other than any personnel matters handled by the Board which pertain to the conduct and/or performance evaluation of said Administrative Coordinator.
 2. The duties of the Administrative Coordinator shall include but not be limited to:
 - a. liaison with investment advisor and account managers;
 - b. maintenance and oversight of any insurance policies the Board determines are desired;
 - c. maintenance of membership records, annual renewal procedures, and related liaison with the Executive and Regional secretaries;
 - d. functioning of the Association central mail repository, handling and distribution of written communications and membership applications, immediately upon receipt;
 - e. inventory of all Association equipment;
 - f. oversight of the Association website;
 - g. scheduling, coordinating and facilitating arrangements for required Executive Board meetings; (and other meetings as may be required by the Executive Board.)
 - h. other duties by mutual agreement, as negotiated by the Executive Board.

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As amended: 9/06

SECTION VI: ORGANIZATION

(continued)

3. The Administrative Coordinator shall be compensated for said services as set forth by contractual agreement between the Executive Board, and the Administrative Coordinator, functioning as an independent contractor, and not as an employee of the Association. Such compensation shall be in addition to all business expenses, such as printing, postage, and necessary supplies. Likewise, the Association shall cover travel expenses for the Administrative Coordinator, as it does for Executive Board members, for the performance of Association business; no travel expenses shall be incurred by the Administrative Coordinator, however, without the express prior approval of the President of the Association.
4. The Administrative Coordinator shall serve at the will of the Executive Board, subject to termination with or without cause upon receipt of proper written notice.

H. OFFICERS: REGIONAL BOARDS

The Regional Boards (Northern and Southern) shall each consist of the following offices, whose terms shall be of two years duration:

1. **REGIONAL DIRECTOR** – elected in **even-numbered** years;
2. **REGIONAL SECRETARY** – elected in **even-numbered** years;
3. **REGIONAL TREASURER** – elected in **odd-numbered** years;
4. **REGIONAL REPRESENTATIVE** – elected in **even-numbered** years.
5. **REGIONAL REPRESENTATIVE** – elected in **odd-numbered** years.

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As amended: 08/09

SECTION VII: ELECTIONS

- A. Proper election procedures are an essential function of the Executive and Regional Boards.
 1. The Regional Officers and Regional Representatives to the Executive Board, and nominees to statewide office, consistent with Section VI., G., above, are to be elected by their respective Regions, via the CAHN website, during the last two weeks in March (beginning on the appropriate Monday).
- B. At the last Regional Training Meeting, prior to the Annual Training Conference, candidates for regional office, will be given an opportunity to outline his/her qualifications and desires to hold office. In case a candidate cannot attend this meeting, a representative of his/her choice may speak on that candidate's behalf.

SECTION VII: ELECTIONS

(continued)

Additionally, a candidate's biography and a statement of purpose regarding the desired office will be posted on the CAHN website for two weeks prior to the beginning of the election period. The biographies and statement of purpose will be posted during the first two weeks of March.

Candidates for State Board offices will post a candidate's biography and a statement of purpose regarding the desired office on the CAHN website for the six weeks proceeding the election period, as outlined with Section VII., A. 1.

C. At the State or Regional elections:

1. For offices in which only a single candidate has been nominated, an announcement shall suffice to complete the election and to fill said position. (4/05)
2. In offices which are contested, that is, where there are two or more candidates nominated, a vote, via the CAHN website will be conducted.
 - a. Each dues paying CAHN agency (and one member from each CDCR Negotiating dues paying team), will be allowed to submit one vote per regional and state office, which is up for election. The agency will submit who their voting designee is and that voter will log onto to CAHN website to submit the agencies/team's vote. The CAHN membership status will be confirmed through the State Secretary.
 - b. Voting in elections is based on a simple-majority system. Members of CAHN shall be grouped according to agency, and each agency is responsible for designating a representative to cast a ballot representing all the dues paying CAHN members of said agency or CDCR Negotiating Team. Any agency that fails to identify and designate a representative shall forfeit their vote. CAHN will outline electronic voting procedures and may allow for alternative voting methods on a case-by-case basis.

IT IS THE RESPONSIBILITY OF EACH AGENCY TO SELECT A METHOD FOR DETERMINING THEIR COLLECTIVE VOTE AND IDENTIFYING THEIR VOTING REPRESENTATIVE TO CAHN.

The results of the Executive and Regional elections will be announced at the Annual Training Conference. All Executive and Regional officers elected will assume their offices at the conclusion of the Annual Training Conference.

SECTION VIII: DUTIES OF EXECUTIVE OFFICERS

- A. The **PRESIDENT** shall coordinate and manage the organization. The President shall exercise powers not specifically excluded in the Constitution and By-laws. The President shall be the spokesperson for this organization and shall preside at the business meetings and the Annual Training Conference. The President will make parliamentary decisions and shall place all matters on the agenda as required by the By-laws.

In the absence of an Administrative Coordinator, the President or his/her designee will handle the functioning of the Association central mail repository, handling, and distribution of written communications and membership applications.

- B. The **VICE-PRESIDENT** shall act for the President in his/her absence. If the Vice-President succeeds the President prematurely, he/she will complete the unexpired term and accede to and complete his/her unexpired term (*Section VI, B.2.*). The Vice President shall also be responsible for:

1. chairing and coordinating membership drives of this Association and working directly with the Regional Representatives on membership issues;
2. voting issues and concerns with agency representatives
3. conference "How to Guides" – assembly, distribution, and updates
4. co-responsibilities of the annual training conference.

- C. The **CONFERENCE CHAIR** shall act for the President in his/her absence in cases where the Vice-President is unavailable. The Conference Chair will be the Chairperson of the Annual Training Conference, and shall be responsible for all financial accounting relating to said conference.

- D. The **EXECUTIVE SECRETARY** shall record the minutes of all Executive Board meetings and maintain the current Association records, including a manual of official policies and procedures. The Secretary will distribute copies of the minutes of the State Board and general membership business meetings. With the exception of dues monies, the Secretary will receive all correspondence addressed to the Association and will forward same to the appropriate parties. The Secretary will receive all applications for membership, review them and make appropriate recommendations to the State Executive Board. The Secretary shall maintain the official mailing rosters of the Association. Additionally, the Executive Secretary will maintain the Association website.

- E. The **EXECUTIVE TREASURER** shall collect all monies due the treasury and make disbursements only when authorized by the State Board. The Treasurer will keep a voucher file to justify all receipts and payments. The Treasurer will receive written financial reports from both Regions prior to each Executive Board meeting and will

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SECTION VIII: DUTIES OF EXECUTIVE OFFICERS (continued)

submit a written financial report to the Executive Board at all business meetings of the Executive Board and at the Annual Training Conference. The Executive Treasurer shall be responsible for the filing of all appropriate financial documentation with the appropriate Federal and State agencies.

1. overseeing a bi-annual audit of the Association finances;
 2. the securing of appropriate liability insurance for all Association officers and training functions;
 3. inventory of all Association equipment (past and present).
- F. The **REGIONAL REPRESENTATIVES TO THE EXECUTIVE BOARD** shall act as liaisons between the Executive Board and the two Regions. These representatives shall provide regional reports at all Executive Board business meetings and will assist the Regional officers in the training programs and membership activities of their respective regions. Both of these State Representatives will involve themselves in the training and membership programs of their respective Regions.
- G. **COMMITTEE CHAIRS** appointed by the President, sit at the pleasure of the President. Persons removed from committee assignments by the President may appeal to the Executive Board.

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As amended: 4/05

SECTION IX: DUTIES OF REGIONAL OFFICERS

The Regional Board shall consist of the following:

- A. The **REGIONAL DIRECTOR** shall manage and coordinate all activities for that region. This director will develop a training program for members of that region and shall preside at the business meetings of that region. The director will make all parliamentary decisions and shall place all regional matters on the agenda required by the Constitution and by-laws. The Regional Director shall attend all Executive Board meetings. If either the Regional Director or the Regional Representative(s) are unable to attend an Executive Board meeting, the Regional Director shall appoint representative(s) to attend in his/her/their place. In the event of the resignation or removal of any of the other officers on his/her Regional board, the Regional Director shall name a replacement to fill the vacant office until the next subsequent Regional election.

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As amended: 4/05

SECTION IX: DUTIES OF REGIONAL OFFICERS (continued)

- B. The **REGIONAL SECRETARY** shall record the minutes of the meetings and maintain the regional records. He/she will distribute copies of the minutes of the Regional Executive Board and business meetings. He/she will maintain a roster indicating the most recent status of membership, addresses, and telephone numbers. He/she will distribute this information to all members of the Regional Executive Board.
- C. The **REGIONAL TREASURER** shall collect all monies due to the regional treasury and make disbursements only when authorized by the regional board. The treasurer will keep a voucher file to justify all receipts and payments and will present a written report at all regional business meetings. The treasurer will also submit a written financial report quarterly to the State Treasurer.

Each region shall abide by the Association's by-laws.

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As amended: 4/05

SECTION X: FINANCES

- A. The finances of the Association shall be the responsibility of the Executive Board. The Executive Treasurer shall be responsible for a full accounting of all monies to the Executive Board. The Regional Treasurers shall be responsible for a full accounting of all monies to the Executive Treasurer.
- B. The source of monies is defined as follows:
 - 1. The state treasury will receive the membership fee and renewal dues as prescribed by the Executive Board.
 - 2. The regional treasuries will receive a portion of the membership dues as prescribed by the Executive Board.
 - 3. The Executive Board may petition in writing any or all regions for funding, providing the funding is necessary and the funds are available. The funds may then be transferred upon approval of the Executive Board.
 - 4. A region may petition in writing the executive board for additional funding, providing the funding is necessary and the funds are available. The funds shall be available to the membership at all times. The treasurer shall prepare an annual financial statement to be presented at the Annual Training Conference.

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SECTION X: FINANCES

(continued)

5. The incumbent treasurer is responsible for tax preparation for his/her year of incumbency.
 6. At the direction of the Executive Board, the Executive Treasurer shall allocate monies to insure the financial security of the Association.
 7. If upon dissolution of the organization, the monies of the organization shall go to the California Peace Officers Memorial Fund.
- C. The Executive Board shall establish a policy setting forth the specific investment goals and objectives determined by the Board. (4/05)
1. The Executive Board has determined that it is both appropriate and prudent that a portion of the Association treasury be set aside for investment, in order to allow the Association to attain a fiscal position which would best protect the Association from potential liability which might arise from unforeseen acts, natural or man-caused.
 2. The Executive Board may also, at its discretion, engage an investment advisor to implement the policy, under the supervision of and pursuant to periodic consultation with the Executive Board.
 3. Such monies set aside shall be invested in a combination of generally accepted investment vehicles, in proportions determined by the Executive Board, in consultation with its financial advisor, subsequent to discussion and review at each regular Executive Board meeting, but not less than three times per year.

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As amended: 4/05

SECTION XI: AMENDMENTS TO THE CONSTITUTION / BY-LAWS

- A. EXECUTIVE BOARD: The Executive Board may amend these by-laws by a two-thirds vote of said Board.
- B. The members shall have the right, at the Annual Training Conference, to amend or rescind actions of the Executive Board. Such actions shall require a two-thirds vote of the voting members present. The members shall also have the right to recommend to the Executive Board, amendments to the by-laws.

SECTION XII: RATIFICATION OF THE CONSTITUTION / BY-LAWS

These by-laws will become effective upon ratification by the membership as provided herein. The date of ratification will be noted by the membership as provided herein. The date of ratification will be noted upon the master copy by the secretary.

These by-laws will govern the organization until ratification by the membership at the next Annual Training Conference (May, 1996, Monterey, California).

Jim Greer, Secretary

Having been so ratified, these by-laws are hereby amended, as indicated in the preceding Sections, by a two-thirds vote of the Executive Board, as of April 1, 1999.

*William F. Kidd,
Northern Region Secretary*

Amended: Section VI, "Organization", adding Paragraph E, a provision for the employment by the Executive Board of an Administrative Coordinator, by a vote of the Executive Board, (10 Yes, 0 No) as of October, 2002.

*William F. Kidd,
Past President*

Amended: Section VI, "Organization", adding Paragraph E, a provision for the employment by the Executive Board of an Administrative Coordinator, by a vote of the Executive Board, (10 Yes, 0 No) as of October, 2002.

*William F. Kidd,
Past President*

Amended: Section IV, "Membership", Paragraph A, sub-section 3, a provision to add a second category of Life membership, the "President's Award;"

Section VI, "Organization, Paragraph C, and adding sub-sections 1 & 2, regarding the filling of vacant offices;

SECTION XII: RATIFICATION OF THE CONSTITUTION / BY-LAWS (continued)

Section IX, "Duties of Regional Officers", Paragraph A, assigning authority to the Regional Director to fill vacancies in his/her Regional board;

all approved by a two-thirds vote of the Executive Board, at the Executive Board meeting of 5/25/03.

*William F. Kidd,
Past President*

Amended: Section VII, A., 2., clarifying the election procedures for 2nd Vice President;

Section VII, D. revised to simplify elections in which single, unopposed candidates run for office;

Section X, "Finances", adding Section C, allowing for the establishment and implementation of a formal investment policy;

all approved by a two-thirds vote of the Executive Board, at a special By-Laws revision meeting of the Executive Board meeting in San Leandro on 4/9/05.

*William F. Kidd,
Administrative Coordinator*

Amended: Section IV, A. 3., establishing that future recipients of the Presidents Award of Honorary Life membership must have served at least two full terms.

Section VI, B through E, amended, and adding Sections F through H., eliminating the office of Second Vice President, establishing a single Vice President, establishing all Executive Board offices as of two years in length, and staggering the elections of those offices by odd and even-numbered years. To facilitate the changeover, paragraph H was added with the understanding that it will sunset in 2008 after full transition to the new scheme of offices;

Section VII, A. 1. revised to further accommodate the above changes, and paragraphs 2 and 3 were deleted;

Section VIII, B. and C. revised to reflect change to only a single Vice President and the change of the Second Vice President position to the new position of Conference Chair. Paragraph H was deleted as was the office of Past President;

Section IX, B. through D. amended to reflect the elimination of the office of Regional Vice Director;

all approved by a two-thirds vote of the Executive Board, at Executive Board meetings on May 31 in Monterey and on September 22, 2006 in San Diego.

*William F. Kidd,
Administrative Coordinator*

SECTION XII: RATIFICATION OF THE CONSTITUTION / BY-LAWS (continued)

Amended: SECTION IV A. Revised to change the membership to be yearly from July 1st to June 30th.

SECTION V: B. The results (*or an update*) of the investigation shall be made available to the Executive Board as expeditiously as possible, but no later than sixty (60) calendar days from the date of appointment *of investigating appointees*.

SECTION VI: B. 2. All officers shall serve terms of two years, with certain terms staggered, as set forth elsewhere in these ByLaws, so as to promote continuity of experience on all three Boards, Executive and *North/South* Regional.

SECTION VI: D. Entire Paragraph added: For the state offices of President, Vice President, and Conference Chair, the prospective candidate must have prior Regional or State Board experience. If the prospective candidate has prior experience on a police related board, similar to that of CAHN, this requirement may be waived, at the discretion of the Executive Board. For the regional office of Northern and Southern Region Director, the prospective candidate must have prior Regional board experience. If the prospective candidate has prior experience on a police related board, similar to that of CAHN, this requirement may be waived, at the discretion of the Executive Board.

SECTION VI: Section D became E, Section E became F, Section F became G.

SECTION VI: Section G subsection d. added: functioning of the Association central mail repository, handling and distribution of written communications and membership applications, *immediately upon receipt*;

SECTION VI: Section G became H and previous Section H was deleted in its entirety.

SECTION VII: Section A. 1. The Regional officers and Regional Representatives to the Executive Board, and nominees to statewide office, consistent with Section VI., G., above, are to be elected by their respective Regions, *via the CAHN website, during the last two weeks in March (beginning on the appropriate Monday)*.

SECTION VII: Section B. Revised to: At the last Regional Training Meeting prior to the Annual Training Conference, candidates for regional office, will be given an opportunity to outline his/her qualifications and desires to hold office. In case a candidate cannot attend this meeting, a representative of his/her choice may speak on that candidate's behalf. Additionally, a candidate's biography and a statement of purpose regarding the desired office will be posted on the CAHN website for two weeks prior to the beginning of the election period. The biographies and statement of purpose will be posted during the first two weeks of March.

Candidates for State Board offices will post a candidate's biography and a statement of purpose regarding the desired office on the CAHN website for the six weeks preceding the election period, as outlined with Section VII., A. 1.

SECTION VII: Section C. 2. Revised to: C. *At the State or Regional elections*:
2. In offices which are contested, that is, where there are two or more candidates nominated, a vote, via the CAHN website will be conducted.

a. Each dues paying CAHN agency (and one member from each CDCR Negotiating dues paying team), will be allowed to submit one vote per regional and state office, which is up for election. The agency will submit who their voting designee is and that voter will log onto

SECTION XII: RATIFICATION OF THE CONSTITUTION / BY-LAWS (continued)

to CAHN website to submit the agencies/team's vote. The CAHN membership status will be confirmed through the State Secretary.

SECTION VII: Section C. 2.b. (continued) Revised to: b. Voting in elections is based on a simple-majority system. Members of CAHN shall be grouped according to agency, and each agency is responsible for designating a representative to cast a ballot representing all the dues paying CAHN members of said agency or CDCR Negotiating Team. Any agency that fails to identify and designate a representative shall forfeit their vote. CAHN will outline electronic voting procedures and may allow for alternative voting methods on a case-by-case basis. **IT IS THE RESPONSIBILITY OF EACH AGENCY TO SELECT A METHOD FOR DETERMINING THEIR COLLECTIVE VOTE AND IDENTIFYING THEIR VOTING REPRESENTATIVE TO CAHN.**

The results of the Executive and Regional elections will be announced at the Annual Training Conference. All Executive and Regional officers elected will assume their offices at the conclusion of the Annual Training Conference.

SECTION VII: Section D. and E. Deleted.

SECTION VIII: Section A. *In the absence of an Administrative Coordinator, the President or his/her designee will handle the functioning of the Association central mail repository, handling, and distribution of written communications and membership applications.*

SECTION VIII: Section B. 2. *voting issues and concerns with agency representatives.*

SECTION VIII: Section B. 3. *conference "How to Guides" – assembly, distribution, and updates.*

SECTION VIII: Section B. 4. *co-responsibilities of the annual training conference.*

SECTION VIII: Section D. *Additionally, the Executive Secretary will maintain the Association website.*

SECTION VIII: Section E: 1. *overseeing a bi-annual audit of the Association finances;*

SECTION VIII: Section E: 2. *the securing of appropriate liability insurance for all Association officers and training functions;*

SECTION VIII: Section E: 3. *inventory of all Association equipment (past and present).*

*Robyn Berlin,
Executive Vice President*