

Kansas Accreditation Coalition (KSAC)

Coalition Bylaws Binding on all Members

Established October 2022



ARTICLE I. IDENTITY

Section 1. Organization Name

The name of this organization shall be known as the Kansas Accreditation Coalition (KSAC) and be registered with the Kansas Law Enforcement Accreditation Program (KLEAP)

The business mailing address of the KSAC shall be the agency address for the acting secretary of the coalition.

Section 2. Insignia of KSAC

Members of KSAC may use the name and insignia of the KSAC in order to signify or denote their affiliation they are with.

In the case of prospective for-profit uses of the name or insignia of the KSAC such permission is denied.

ARTICLE II. PURPOSE

Section 1. General Purpose

The Kansas Accreditation Coalition (KSAC) recognizes and supports the concept of accreditation for law enforcement agencies as a means to enhance the quality of law enforcement delivered within the of Kansas, and the communities of member agencies. To this end, KSAC will serve as a non-profit organization to provide a network for member agencies that will encourage communication, mutual cooperation, support and the sharing of resources.

Section 2. Specific Purposes

- A. The KSAC shall fairly represent and act as a unified voice for all KSAC member agencies that are in the accreditation process with the Kansas Law Enforcement Accreditation Program.
- B. The KSAC shall be a resource pool to conduct comprehensive mock on-site assessments, provide focused in-service training in coordination with the KLEAP Manager, provide experienced mentors to assist new agencies, and act as a network for member agencies that encourages communication, mutual cooperation, support, and the sharing of valuable resources.
- C. The KSAC shall be dedicated to providing its members with professional leadership in meeting organizational objectives regarding state accreditation matters.
- D. The KSAC shall strive to ensure that all of our members are always served in a professional, ethical and equitable manner.

ARTICLE III. MEMBERSHIP AND EXPENSES

Section 1. General

All agencies seeking accredited status with the KLEAP are welcome to join the KSAC. The KLEAP Manager will provide the Chair and/or the Ambassador of the KSAC with agency names and contact information for law enforcement agencies seeking accreditation with the KLEAP.

Section 2. Expenses

There are no membership fees to join the KSAC. Agencies will be asked to “host” the quarterly meetings.

ARTICLE IV. MEETINGS

Section 1. Regular Meetings

Regularly scheduled meetings are important to maintain communication and participation in the KSAC. Meetings will be held in accordance with the schedule below:

<i>Quarter</i>	<i>Date Span</i>	<i>Meeting Month</i>
<i>1st</i>	Jan. 31 st – Mar. 31 st	January
<i>2nd</i>	Apr. 1 st – Jun. 30 th	April
<i>3rd</i>	Jul. 1 st – Sept. 31 st	July
<i>4th</i>	Oct. 1 st – Dec. 31 st	October

The Chair may cancel or reschedule a meeting with just cause.

Section 2. Special Meetings

The Chair, or a request by the majority of the Officers, shall have the authority to call a special meeting for the membership setting the date, time and place. The Secretary shall notify all members of the date, time, place, and the purpose of the meeting.

Section 3. Hosting

The “Host Agency”, if means are available, can provide meals for all members. The meeting announcement should indicate if the meal is provided. The “Host Agency” should be made available to all agencies as an option and on rotation. The Kansas Law Enforcement Training Center will be available to host meetings as needed.

Section 4. Coalition Board Officers

The Coalition Board is the guiding and directing body of the KSAC. The Coalition Board consists of positions named in these Bylaws who have been elected by its membership. While certain powers may be assigned to committees, their actions are subject to the Coalition Board review, direction and control.

Section 5. Voting

The Coalition Board Officers shall be elected by a majority vote of the membership in attendance at the October meeting or a majority vote via e-mail. To prevent any one agency from dominating the affairs of the coalition, only one vote may be cast per agency. The method of vote shall be determined by the current Officers of the Coalition Board. Elections, removal of officers and other coalition business will be accomplished by voice vote, show of hands, ballot, or e-mail ballot as the officers and members may consider appropriate.

ARTICLE V. MEETING MINUTES

The membership shall approve minutes of each meeting. Minutes shall be accessible to all members electronically. Copies of the previous meeting minutes will be available at all regular meetings.

ARTICLE VI. GOVERNMENT

Section 1. Coalition Board Composition

The Coalition Board Officers, referred to as the Board, shall consist of the following elected positions:

- Chair
- Vice Chair
- Ambassador
- Secretary

The Officers are elected by a majority of members in attendance. In the event there is not a secretary available, the Vice Chair shall assume those duties.

Section 2. Terms

The length of the term of all elected officers is two (2) years. No elected member of the Coalition Board should exceed a total of six (6) consecutive years in the same office. Members of the same agency may not hold more than two (2) offices on the Board.

Each Officer shall hold office until his/her successor is elected and qualified, or until his/her resignation, death, or removal.

Section 3. Board Size

The Coalition Board shall have at least four (4) members as described in these Bylaws.

Section 4. Coalition Board Positions

Chair: The Chair shall preside at all meetings and shall have general charge and control of KSAC's business affairs. The Chair is the official spokesperson for KSAC and shall serve as a representative for the organization. Additionally, the Chair shall perform all duties usually incident to such office or as may be required to achieve the purpose of the organization. The Chair shall also serve as the KSAC's liaison with the KLEAP Manager.

Vice Chair: The Vice Chair shall perform the duties of the Chair in the absence or disability of the Chair and shall perform other duties as may be required to achieve the purpose of the organization.

Ambassador: The Ambassador's primary role is to recruit other agencies by identifying ways to share information about KLEAP. Ambassadors may be asked to attend area meetings when other agencies need representation regarding KLEAP and the accreditation process. Ambassadors will coordinate with the KLEAP Program Manager about training classes.

Secretary: The Secretary shall keep an accurate record of all proceedings of the organization, be responsible for notification of appropriate members of scheduled meetings and other events of KSAC, keep proper records of correspondence and a current roster with contact information for all membership agencies. The Secretary will send out meeting notices and require an R.S.V.P for meal planning purposes.

Section 5. Removal from Office

Any Officer of the Coalition Board may be recalled and removed from officer, for just cause, by a unanimous vote of the remaining members of the Coalition Board.

Any member can forward a written petition documenting the circumstances and reasons why the removal is necessary to any other non-involved Coalition Board Officer. That Coalition Board Officer will then meet with the remaining non-involved Coalition Board Officers and vote accordingly once all facts are reviewed.

Section 6. Board Vacancies

Should the Chair leave or otherwise vacate the office, the Vice Chair will assume the title and duties of Chair.

Other board vacancies can be temporarily filled by appointment by the Chair. These temporary appointments shall be called "acting" board officers. An email may be sent out to the entire membership to advise them of the vacancy and that candidates are being sought to fill the vacancy. Candidates shall have one week to notify the Chair or designee of their interest. The candidates shall be revealed to the entire membership through an email from the Chair or designee. The vacancy can be filled at the next KSAC meeting with the newly elected person finishing the vacated term of the previous Officer.

Section 7. Compensation

Officers of the Coalition Board shall not receive any salary or compensation for their services as Board members.

ARTICLE VII. COMMITTEES

The Chair may appoint a Committee to perform and/or research tasks and carry out other duties the coalition may require.

ARTICLE VIII. QUORUM

A quorum at any KSAC meeting shall consist of a simple majority vote of the membership present.

ARTICLE IX. ORDER OF BUSINESS

Meetings shall be opened by the Chair. At each meeting, the order of business shall include, but not be limited to:

- Call to Order
- Approval of the previous meeting minutes
- Report from KLEAP Manager
- Reports from Chair, Vice Chair, Ambassador and Secretary.
- Reports from Committees, if applicable.
- Agency Updates
- Unfinished business
- New business
- Adjournment

ARTICLE X. AMENDMENTS TO BYLAWS

Section 1. Revisions

The members of KSAC will have the power and authority to amend, repeal, or add to these Bylaws or any of its provisions. Any such changes in the Bylaws must be proposed at one meeting and voted on at the next meeting. The Secretary must send notice of the proposed Bylaw amendment to all voting members prior to the meeting at which the vote will be taken. A two-thirds (2/3) majority vote of the voting membership will be necessary for any Bylaw change. Any approved Bylaw changes will be effective on approval. Updated Bylaws must be provided to the KLEAP Manager.

Section 2. Modifications

Any modifications voted on to implement a fee for membership must be approved by the KLEAP Staff. If a membership due is approved, no agency may be denied membership into the KSAC based on their inability to afford membership dues.

ARTICLE XI. ADOPTION

The above articles, sections, terms, rules, policies and conditions are hereby adopted by the KSAC Coalition Board Officers, this 02/02/2023.


KSAC President Signature

2-2-23
Date


KSAC Secretary Signature

2-2-23
Date