

NATIONAL LIQUOR LAW ENFORCEMENT ASSOCIATION

CONSTITUTION AND BY-LAWS

Amended April 22, 2009

Article I - Name

Article II - Purpose

Article III - Establishment of Regional Boundaries

Article IV - Membership

Article V - Officers of the Association

Article VI - Powers and Duties of Officers

Article VII - Executive Committee

Article VIII - Dues

Article IX - Rules of Order

Article X - Dissolution

Article I - Name

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

Article II - Purpose

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

Article III - Establishment of Regional Boundaries

General:

There are hereby-established regions, boundaries of which shall be determined by the Executive Committee, which shall include association members in the states, districts and provinces.

Section 1.

Following the annual Association business meeting, the President may appoint a chairperson of each region.

Section 2.

The Regional Chairperson shall attempt to schedule a training meeting yearly. Attendance shall be open to all members of the Association and to invited guests.

Section 3.

It shall be the duty of the regional chairperson to plan and coordinate with the Vice President, the regional training meeting.

Article IV - Membership

General:

Membership in this organization shall consist of Agency Members, Individual and Associate Members. Additional memberships shall be Life Members, Life Associate Members, and Honorary Members. No licensee, employee or representative of the alcoholic beverage industry shall be eligible for membership.

Section 1. Agency Membership

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

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

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

Section 2. Individual and Associate Membership

Individual and Associate Membership shall include all persons recommended and accepted by the Association. The Association shall use appropriate discretion in the selection of Associate Members.

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

Section 3. Lifetime Membership.

A. Life Members:

Life membership shall include Agency Members who have completed at least five (5) years as a Agency Members and who are honorably retired or honorably resigned from active duty with at least ten (10) years of liquor law experience. All past Presidents of the National Liquor Law Association shall become Life Members upon the completion of their term in office and no longer representing a Agency Member. The Association shall use appropriate discretion in the selection of Life Members.

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

B. Life Individual and Associate Members:

Life Individual and Associate members shall include Individual and Associate Members who have completed at least five (5) years in the Association and who honorably retire or honorably resign from active duty with at least ten (10) years in liquor law enforcement. The Association shall use appropriate discretion in the selection of Life Individual and Associate Members. Life Individual and Associate Members shall have all the privileges of Individual and Associate Membership except those holding office, chairing committees, and voting.

Section 4. Honorary Membership.

Honorary membership shall include all persons recommended and accepted by the Association. The Association shall use appropriate discretion in the selection of Honorary Members. Honorary members shall have all the privileges of Associate Membership except those of holding office, chairing committees, and voting.

Section 5. Vendor Membership.

Effective July 1, 2007, vendor membership shall include any vendors who have been recommended by the executive committee and approved by the Association. Vendor members shall have all the privileges of Associate membership except those of holding office, chairing committees, and voting.

Section 6. Application.

All applications for any type of membership must be submitted to the president of the Association prior to the annual meeting. Application for membership must be on an application prepared by the designee of the Association.

Section 7. Eligibility for Membership.

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

Article V - Officers of the Association

Section 1. Officers of the Association.

The officers of the Association shall consist of a President, Vice President, Secretary/Treasurer, and a Sergeant-At-Arms, all of whom shall hold their office for one year or until their successor shall be elected and qualified. Any Association officer, who retires from a liquor law enforcement position, shall be allowed to finish that term in office.

Section 2. Nomination of officers.

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

Section 3. Election of officers.

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

Section 4. Removal of officers.

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

Section 5. Eligibility for the office.

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

Section 6. Inability to complete term of office.

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

Article VI - Powers and Duties of Officers

Section 1. President.

It shall be the duty of the President to preside at all meetings of the Association, to establish such Ad Hoc committees as necessary during his/her tenure in office and perform such other duties as may be incident to his/her office. He/she shall be the official representative of the National Liquor Law Enforcement Association.

Section 2. Other Officers.

A. Vice President

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

B. Secretary/Treasurer

It shall be the duty of the Secretary/Treasurer to record and maintain records of the annual meeting and he/she shall maintain a current membership list. He/she shall be responsible to prepare and disseminate correspondence on behalf of the Association. It shall be the duty of the Secretary/Treasurer to mail out bills for dues and receive all general funds belonging to the Association. He/she shall pay all orders drawn on him/her by the Association or the President of the Association. He/she shall render a full report to the Executive Committee of all moneys received and disbursed by him/her. He/she shall promptly deliver all moneys, books, papers and other property of the Association to his/her successor in office or whomever the Association shall designate to receive same.

C. Sergeant-At-Arms

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

1. Maintain order and security at the annual conference.
2. Assist the President, members of the Executive Committee and presenters at business meetings.
3. Take attendance counts at conferences.
4. Assist speakers at conferences.

5. Carry out additional duties as requested by the President or by the Executive Committee to facilitate the smooth operation of the conferences.
6. He/she shall prepare and distribute an Association newsletter. Should a committee be formed to assist in the preparation of the newsletter, he/she shall coordinate with such committee.

Article VII - Executive Committee

Section 1. Membership.

The Executive Committee shall consist of the elected officers of the Association and the immediate Past President.

Section 2.

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

Section 3. Meetings of the Association.

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

Article VIII - Dues

Section 1. Dues.

Each Member Agency shall pay to the Association annual dues as specified by the NLLCA Executive Committee and ratified by general membership. **[Appendix A]** Individual Members shall pay to the Association \$20.00 annual dues. Associate Members shall pay to the Association \$50.00 annual dues. Lifetime Members and Honorary Members shall pay no dues. The membership fiscal year will be from January 10 to December 31. Dues will be payable January 1st and must be paid no later than June. Any vendor shall pay to the Association a vending fee set by the Board plus any applicable conference fees.

Section 2. Delinquent Dues.

Any member delinquent in payment of dues is automatically deprived of all benefits of membership. Those dropped from the rolls must submit a new application to be processed the same as a new applicant.

Article IX - Rules of Order

Section 1.

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

Section 2.

Procedure for conducting Association meetings:

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

Section 3. Voting.

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

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

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

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

Section 4. Amendments.

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

Article X - Dissolution

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

Appendix A

Agency Membership Fee:

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