

NNDDA Bylaws

ARTICLE I

MEETING OF MEMBERS

SECTION 1. ANNUAL MEETING

An annual meeting of the members shall be held during each conference in the year and month held in the town or city being hosted, for the purpose of transaction of such business as may come before the meeting. The board shall designate the date, hour, and place of the meeting.

SECTION 2. SPECIAL MEETINGS

Special meetings of the members may be called by the President, the Board of Directions, or not less than one-tenth of the members having voting rights.

SECTION 3. NOTICE OF MEETINGS

A notice stating the place day and hour of any meeting shall be posted and made available to each member entitled to vote at such meeting, not less than ten (10) days or more than fifty days before the date of such meeting. Written notice will be provided upon request of a member to the NNDDA Secretary.

SECTION 4. VOTING

Voting shall be in person only. Absentee voting by proxy shall not be allowed. Voting shall be by show of hands or by written secret ballot. Voting will consist of all Members who are registered and in good standing (membership dues paid up at the time of the vote). Any new member of Private Security must be an active member and certified a K-9 with this association for five (5) years and then the private security member will have full voting powers.

SECTION 5. QUORUM

A quorum shall consist of 25% of the active membership present in person at the Annual Business Meeting. No business may be validly transacted unless a quorum is present.

ARTICLE II

BOARD OF DIRECTORS

SECTION 1. NUMBER AND TENURE

The number of Directors shall be three (3). The original director which would be Director one (1) would step up to 2nd Vice President. Director two (2) would succeed Director one (1) and Director three (3) would succeed Director two (2) and would keep stepping up through the years until reaching the top position of the Board which would be President.

SECTION 2. MEETING

A regular annual meeting of the Board of Directors shall be held without other notice than this by-law immediately after, and at the same place as, the annual meeting of the members. Special meetings of the Board may be called by the President or any two (2) Board of Directors. Any action which may be taken at a meeting of the Board of Directors may be taken by consent in writing signed by the Directors and filed with the minutes of the Board.

SECTION 3. VACANCY

Any vacancy occurring in the Board shall be filled by the Board until the next regular or yearly meeting being that of the conference. A special election may be held to fill the vacant position at the beginning of the conference of that election year.

SECTION 4. REMOVAL

Any officer may be removed at any time by the affirmative vote of a majority of those voting at an annual membership meeting or special meeting of the members of the Board of Directors. A sitting board member absent for two consecutive scheduled board meetings shall be removed from office.

ARTICLE III

OFFICERS

SECTION 1. OFFICERS

The officers of the corporation shall be a President, First Vice-President, Second Vice-President, Director One, Director Two, Director Three, Secretary, Treasurer, and Sergeant-At-Arms. Only active members of the corporation may be officers with the following requirements:

- (1) Be in law enforcement 3 years.
- (2) Be in this corporation for 3 years.
- (3) Must be an active member in good standing.

SECTION 2. ELECTION AND TERM OF OFFICE

The only office which will be open for election shall be the office of Sergeant-at-Arms. The office of Secretary shall be an appointed position by the board and with that position shall have a vote on the Board. The office of Treasurer shall be an appointed position by the board and with that position shall have a vote on the Board. Vacancies in offices shall be filled by the board until the next regular election of officers at the next annual meeting of the members.

SECTION 3. DUTIES

The duties of several officers shall be as follows:

PRESIDENT

The president shall be the chief executive officer of the corporation; he shall have general and active management of the business of the corporation, and shall see that all orders and resolutions of the Board are carried into effect. He shall have power to sign certificates of membership. He shall have the power to sign and execute all contracts, instruments and conveyances in the name of the corporation, to sign checks, drafts, notes and orders for the payment of money, to appoint and discharge by the Board. He shall have the general powers and duties of supervision and management usually vested in the office of President of a corporation.

VICE PRESIDENT

The Vice President shall have powers and perform such duties as may be delegated to him by the Board of Directors. If the President is not present or absent from a meeting, the First Vice President shall have the powers to perform the duties of President with the approval of the Board.

The Secretary shall keep the minutes of all meetings of the Board of Directors, and the minutes of all meetings of the membership; he/she shall attend to the giving and serving of all notices except as otherwise provided by law or the Articles of Incorporation; and he/she shall, in general, perform all duties incident to the office of the Secretary, subject to the control of the board of Directors. He/she shall have charge of all corporate books and records and papers.

TREASURER

The Treasurer shall have charge of all funds of the corporation and its disbursement under the direction of the Board of Directors. He/she shall keep a record of all monies received and paid out, making a report of same to the Board of Directors whenever requested to do so. Whenever necessary or proper, he/she shall endorse on behalf of the corporation for collection, checks, notes, and other obligation and shall deposit the same to the credit of the corporation in such bank or banks of depository, as the Board of Directors may designate. He/she shall perform all acts incident to the position of Treasurer, subject to the control of the Board of Directors. The Treasurer shall select a Certified Public Accountant and shall direct said CPA to audit the books of the corporation. The audit report shall be transmitted from the Treasures to other officers and the Board of Directors annually and prior to the annual meeting.

ARTICLE IV

ELECTION OF DIRECTORS AND OFFICERS

SECTION 1. TIME, PLACE, AND DETAILS OF ELECTION

A. The positions which will require an election to fill are:

(1) Sergeant-At-Arms

(2) Any Board of Director's position which became vacant during the year before the annual meeting.

B. It shall be the duties of the directors in any election to provide the facilities for voting and to supervise the conduct of the election and the counting of the votes.

C. Voting in all election for offices shall be by written ballot.

SECTION 2. NOMINATIONS AND MANNER OF ELECTION

The manner of nomination shall be as follows:

A. All police officers who are active members of this corporation shall be eligible to vote and nominate a person for office. And any active associate members of the corporation who is a member as of 04-06-96 shall be eligible to vote and nominate a person for office. Any new active associate who joins this corporation after 04-06-96 must be an active associate member and certify a K-9 for five (5) consecutive years. Then the active associate member will have full voting privileges.

B. Nominations for any office shall be made orally at the annual meeting by eligible members.

C. If no candidates received a majority of the votes on the first ballot there shall be a run-off between the two candidates receiving the highest number of votes.

In case of the election in which there are several positions to be filled, each voter shall be entitled to cast as many votes as there are positions to be filled. If the full number to be elected are not elected by majority vote on the first ballot, there shall be a run-off for the remaining positions in which the number of candidates shall be equal to twice the number of positions remaining to be filled. Such run-off candidates shall be those not already elected, receiving the highest number of votes in the first ballot.

ARTICLE V

ADMISSION FEE AND DUES

SECTION 1. MEMBERS

The membership categories shall be as follows:

A. Active members shall be full time paid law enforcement officer or corrections officers either local, state or federal. Any active member will be tenured after five consecutive years of NNDDA membership, including retired law enforcement officers.

B. Active Associate members shall be any non-law enforcement person who upon submission on an application and subsequent board approval is accepted as having goals and objectives consistent with the standards and rules of the NNDDA.

OR

B. Active Associate member shall be commissioned part time or reserve officers. Reserve or part time law enforcement officers shall upon request for membership provide a written letter of endorsement, on department letterhead, signed by the department head. This letter will outline the canine duties and responsibilities of the officer. Letter must be submitted each year. The membership is not valid unless a current letter is on file with the NNDDA.

C. Corporate members shall be private industry companies, who upon submission of an application and subsequent board approvals, is accepted as having goals and objectives consistent with the standards and rules of the NNDDA. A requirement for a firm obtaining a corporate membership in the NNDDA is set at a minimum of, providing copies of DEA licenses and appropriated State licenses where applicable. A private firm must provide copies of licenses from appropriate state agencies, should a state where the firm has offices require any special licenses for the firm to operate. Each private firm must be a corporate member of this association prior to any individual representing the firm becoming members of the NNDDA.

D. Associate Sponsor members shall be any person or company desiring to be associated with this organization. This member will not have a vote with association.

E. Military, Department of Justice Membership. Shall be an active member of the Arm Forces or other government designees with duties and responsibilities as a canine handler with goals, objectives consistent with the standards of the NNDDA. Designees shall upon request for membership provide a written letter of endorsement, on military or governmental letterhead, signed by the head administrator. This letter will outline the canine duties and responsibilities of the designee. This letter must be submitted each year. The membership is not valid unless a current letter is on file with the NNDDA.

SECTION 2. DUES

A. Active members of the NNDDA shall pay annual dues in the amount of thirty (\$30.00) dollars. Active associate members shall pay annual dues in the amount of thirty (\$30.00) dollars. Corporate and Associate Sponsor members shall pay annual dues in the amount of fifty (\$50.00) dollars. This fee shall be paid prior to any individuals representing the firm becoming active associate members of the NNDDA. All memberships are good for ONE YEAR. After serving as President he/she shall be vested as a permanent member of the NNDDA and shall be exempt from all dues and fees.

B. No person shall open an account with any financial institution in the name of the NNDDA without the approval of the Board of Directors. The approval shall be in writing from the NNDDA Board of Directors.

ARTICLE VI

RESIGNATION

SECTION 1. NOTICE OF RESIGNATION

Any member intending to resign from this association must give written notice of his intention to resign to the Secretary or Treasurer of the association. Any vacancy occurring in the Board shall be filled by the Board until the next regular or yearly meeting, being that of the conference. A special election may be held to fill the vacant position of the conference of that election year. Any such action by the Board of Directors is subject to change by members.

ARTICLE VII

CHECKS

SECTION 1. CHECKS

All checks, drafts, and notes of this association shall be signed by such officer of offices or such other person or persons as the Board of Directors may from time to time designate.

ARTICLE VIII

AMENDMENT

SECTION 1. AMENDMENT

These by-laws may be amended or repealed, and new by-laws may be made, by the members or the Board of Directors by majority vote at a meeting at which a quorum is present. Any such action by the Board of Directors is subject to change by the members.

ARTICLE IX

BOARD ADVISOR

SECTION 1. BOARD ADVISOR

The Board Advisor will be nominated at the annual membership meeting and voted on by the full membership. The Board Advisor will represent the private industry membership at all board meetings with full voting privileges. The term of office of the Private Industry Board Advisor shall be one (1) year.

ARTICLE X

REGIONS

SECTION 1. REGIONAL CHAPTERS

The National Narcotic Detector Dog Association shall provide for a state that has a minimum of ten (10) members who certify a canine with the National Association to establish a Regional NNDDA chapter. The members of a regional chapter shall submit qualification to the Board of Directors of the NNDDA for persons to fill positions of officials within said regional organization. Two (2) positions have been created for initial regional organizations: (1) Regional Director, and (2) Regional Certifying Official. In order for a person to be eligible for either of these positions and shall appoint at the discretion of the Board of Directors of the NNDDA. In case that a region does not have any NNDDA members with the three (3) year membership, the Board may waive the requirement for a three (3) year certified membership only during the first year of organization of the regional chapter. A current NNDDA certifying official shall monitor any certification attempts until the Board of directors agrees that the appointment is justified.

Where there are not ten (10) members to form a regional chapter, a person who wishes to certify a canine with the NNDDA shall associate himself with a regional chapter adjacent to his state or one of his choosing.

All regional officials shall attend a training session with the current NNDDA certifying official prior to certifying any canine in the regional chapter. During this training session, the regional official will be trained on the standards of the NNDDA and shall establish certification programs and tests within the context of the NNDDA standards.

ARTICLE XI

SUSPENSION/TERMINATION OF MEMBERSHIP

The Board of Directors are authorized to suspend or terminate any member of the NNDDA for:

A. Misrepresenting themselves as any official of the NNDDA, in any capacity, without the prior approval of the Board of Directors.

B. Conduct themselves in a manner that damages the reputation of the NNDDA.

C. A suspended member may appeal their status to the Board of Directors for review. This appeal must be made in writing and received by the Board within 30 days from the suspension notification date. After Board review the suspended member may be reinstated or the Board may present it to the general membership at the annual conference for a vote for permanent termination.

REVISED AND ADOPTED BY THE BOARD OF DIRECTORS. APPROVED BY VOTE, DURING THE GENERAL MEMBERSHIP MEETING IN NACOGDOCHES, TEXAS, AND EFFECTIVE THE THIRD DAY OF APRIL, 2006.