

By-Laws Of the Alabama Tactical Officers Association

Adopted **March 20, 2024**

(By-laws to supersede previous version amended January 4, 2023)

ARTICLE I - ORGANIZATION

- 1.1 The official name of the incorporated organization is the “Alabama Tactical Officers Association” otherwise known as “ATOA”.
- 1.2 The organization may, at its pleasure, by a majority vote of the membership in attendance, change its name at any given regular meeting provided that all members in good standing are notified fourteen (14) days prior and a quorum exists.
- 1.3 1.03 The official emblem of the ATOA shall be:



ARTICLE II- PURPOSE

- 2.01 The Alabama Tactical Officers Association is a non-profit organization that serves as a resource for networking between tactical units, individual officers, tactical medical personnel and agency administrators throughout the state. Additionally, this organization will provide a forum for the exchange of ideas, information, training, research and development of new methods used to enhance the successful execution of missions in the tactical environment.

ARTICLE III- MEMBERSHIP

- 3.1 There are two (2) classes of membership. The definitions of each are as follows:
- 1) **REGULAR**: This membership shall be available to:
 - Sworn Law Enforcement Officer (Active)
-“Active”: Currently employed by a law enforcement agency;
 - Medical Personnel that are currently attached and operate with a tactical unit.

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-Physicians who have a professional relationship with a tactical unit.

- 2) **ASSOCIATE:** This membership shall be open to any person with a recognized affiliation with a tactical unit, but does not meet the requirements for a Regular Membership or is serving in a law enforcement related field such as corporate security, dignitary protection, retired law enforcement, or military. The Associate membership application will be reviewed by the executive board or a membership committee and then put before the general membership for approval or denial.
- 3.2 The Board, each year, shall review and set dues for membership. Membership dues shall be due April 1st of each year.
- 3.3 No person shall be denied membership in this organization because of race, religion, gender or ethnic background.
- 3.4 When any regular member of any class shall be in default of payment of dues for a period of three (3) months after the renewal date (April 1st), he/she will be considered an inactive member. Inactive members are removed from all mailing lists, have no voting rights. Inactive members will be removed from the membership rolls of the association the following April 1st if dues remain unpaid and will have to resubmit a membership application.
- 3.5 The Executive Board may, by a majority vote, terminate any member for cause, provided said member shall have been given written notice at least fourteen (14) days and be allowed to attend said Executive Board meeting to show cause why said member should not be terminated. Should the Executive Board vote to terminate, the member may appeal to the general membership at a regular meeting thereof. Unless the general membership shall, by majority vote, overrule the Executive Board's decision, said decision of termination shall be final. Situations that will constitute membership termination are not limited to but will include: conviction of a criminal offense, termination from employment as an LEO, or involuntary removal from a tactical unit due to improper conduct or action. The Executive Board has the sole discretion to determine what constitutes "cause".
- 3.6 Any member may resign at any time by filing a written resignation with the Secretary.
- 3.7 Upon written request signed by a former member and filed with the Secretary, the Executive Board may reinstate such former member to full membership.
- 3.8 Membership in this organization is not assignable or transferable.

ARTICLE IV- OFFICERS: DUTIES AND TERMS

- 4.1 The executive officers (with voting privileges) of the organization shall include: President, Northern Vice President, Southern Vice President, Secretary and Treasurer.
- 4.2 The executive officers shall be elected by and from the members in good standing prior

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to the general meeting (See Rules & Procedures, Part 6, Elections). Each officer's term shall be for four (4) years, commencing January 1st. The Executive Board may fill a vacancy in any office for the remainder of said term.

- 4.3** Elected officers for the organization must be employed with separate agencies, unless approved by the Executive Board.
- 4.4** The President shall be the chief executive of this organization and shall, in general, supervise all the business and affairs of the organization. The President shall preside at all meetings, both general membership and Executive Board meetings. The President shall have the power to convene special meetings of the membership and Executive Board. The president shall designate one member of the Executive Board to act as President Pro Temps in event the president is unavailable. In general, the President shall perform all duties incident to the office and such other duties as may be prescribed by the Executive Board.
- 4.04** The Northern Vice President shall represent the following counties: Lauderdale, Limestone, Madison, Jackson, Colbert, Lawrence, Morgan, Marshall, DeKalb, Franklin, Marion, Winston, Cullman, Blount, Etowah, Cherokee, Lamar, Fayette, Walker, Jefferson, St. Clair, Calhoun, Cleburne, Pickens, Tuscaloosa, Shelby, Talladega, Clay, and Randolph. The Northern Vice President shall serve in his/ her respective area of the state overseeing the activities in all committees located in his/ her region and be able to report on those committees to the Executive Board. The Northern Vice President shall perform all duties incident to the office and other duties as assigned by the President or Executive Board.
- 4.05** The Southern Vice President shall represent the following counties: Sumter, Greene, Hale, Bibb, Perry, Chilton, Coosa, Tallapoosa, Chambers, Choctaw, Marengo, Dallas, Autauga, Elmore, Macon, Lee, Clarke, Wilcox, Lowndes, Montgomery, Bullock, Russell, Washington, Monroe, Conecuh, Butler, Crenshaw, Pike, Barbour, Mobile, Baldwin, Escambia, Covington, Coffee, Geneva, Dale, Henry and Houston . The Southern Vice President shall serve in his/ her respective area of the state overseeing the activities in all committees located in his/ her region and be able to report on those committees to the Executive Board. The Southern Vice President shall perform all duties incident to the office and other duties as assigned by the President or Executive Board.
- 4.6** The Secretary shall be responsible for keeping and reporting the minutes of all meetings. It shall be the duty of the Secretary to file any certificates or reports required by law, submit to the membership as appropriate any communications addressed to the office of the Secretary and to give and serve all notices to the membership. The Secretary shall maintain a record of the members in good standing and provide such record to the Treasurer at least quarterly and in time for the general election each year. The Secretary shall attend to all correspondence of the organization and exercise all duties incident to the office or as assigned by the President or Executive Board.
- 4.7** The Treasurer shall have charge and custody of all funds and securities of the organization. It shall be the duty of the Treasurer to render at all general meetings and other times as requested by the President, a written account of the finances of

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the organization. Any member, in good standing, can request an account of the finances of the organization. The request is to be answered within 30 days of receipt of the request. In addition, the Treasurer will maintain a record of the members in good standing. The Treasurer will, in general, be responsible for all financial business of the organization and perform all duties incident to the office and such other duties as assigned by the President or Executive Board.

- 4.8** The executive officers may appoint up to eight (8) general board members (without voting privileges) to serve four (4) year terms. The executive board will attempt to distribute representation of the general board members appropriately.

ARTICLE V- EXECUTIVE BOARD

- 5.1** The Executive Board shall manage the affairs of the organization and shall consist of the current elected officers as provided for in ARTICLE IV and the immediate past president*.

*The immediate past president is not subject to ARTICLE IV, Section 4.03.

- 5.2** A quorum for the purposes of the Executive Board shall consist of at least three (3) Board members.
- 5.3** The Executive Board shall meet at least once a quarter, either in person or virtually.
- 5.4** The Executive Board shall have the power to designate and appoint all committees, establish an advisory board, fill vacancies of any elected office and terminate members, if necessary.
- 5.5** The Executive Board may authorize operational and charitable fund raising activities. The Board may accept, on behalf of the Association, any contribution or gift.

ARTICLE VI- GENERAL MEMBERSHIP MEETINGS

- 6.1** General membership meetings shall occur at at the annual conference.
- 6.2** A majority of good standing members in attendance shall constitute a quorum and shall be necessary to conduct the business of the organization.

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- 6.3 The President may call special meetings. Members must be notified in advance of any such meeting.
- 6.4 Each member present and in good standing shall have one (1) vote in matters before the membership. Each officer shall have one (1) vote. There shall be no proxy votes.
- 6.5 The organization shall be governed by common accord. Any disputes shall be handled in accordance with Robert's Rules of Order.

ARTICLE VII- ADVISORY BOARDS

- 7.1 The purpose of the Advisory Board is to provide guidance and counsel to the Executive Board or Committees as needed. The Board can consist of one or more members depending on the requirement and can be dissolved by a majority vote of the Executive board.
- 7.2 Members of the Advisory Board are appointed by the Executive Committee and need not be members of the Association.
- 7.3 The Advisory board shall perform duties assigned by the Executive Board.

ARTICLE VIII- COMMITTEES

- 8.1 The Executive Board may designate the establishment of one or more committees. The committees can be dissolved by a majority vote of the Executive Board.
- 8.2 A chairperson for each committee shall be nominated and elected by the regular membership at a regular meeting. If necessary, a chairperson may be appointed by the Executive Committee.
- 8.3 The chairperson of a committee shall continue as such until his or her successor is elected or appointed, unless the committee shall be sooner terminated, or unless such member shall resign the position or cease to qualify as a member of the Association in good standing.
- 8.4 Committee members can be any regular Association members in good standing.
- 8.5 The size of each committee shall be determined by the requirements of that committee.
- 8.6 Unless otherwise provided in the appointment of a committee, a majority of the entire committee shall constitute a quorum and shall represent the whole committee for purposes of conducting business.
- 8.7 Each committee may adopt rules for its' own province, not inconsistent with these bylaws and subject to the approval of the Executive Board.

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8.8 Standing Committees include, but are not limited to:

- Election Committee
- Audit Committee
- Membership Committee

ARTICLE IX- FINANCIAL

- 9.1** The fiscal year is to begin October 1st of each year. The financial records are to be audited each year by an audit committee appointed by the Executive Board.
- 9.2** An account for all funds shall be maintained at a local financial institution as approved by the Executive Board.
- 9.3** The Treasurer shall require invoices or receipts prior to reimbursement for any expenditures.
- 9.4** Authorization for expenditures over \$1500.00 must be approved by a majority of the Executive Committee.
- 9.5** The Treasurer must sign all checks or other payment of money issued in the name of the Association. In the absence of the Treasurer, the President or Vice President has the authority to sign.
- 9.6** Executive Board members on official ATOA business using personally owned vehicles will be reimbursed for mileage at the current federal mileage rate and hotel expenses up to \$150.00 per night if approved by a majority of the Executive Board.

ARTICLE X- LIAISON

- 10.01** The Executive Board may appoint a liaison officer to serve as a contact to local, state and federal agencies as well as other state and national tactical officers associations.

ARTICLE XI- AMENDMENTS

- 11.01** These bylaws may be altered, amended, or repealed and new bylaws may be adopted by a majority of the regular members in good standing that are present at a regular meeting.

ARTICLE XII- DISSOLUTION

- 12.1** In the event this Association is dissolved without prior termination or disposition of funds, the remaining funds after payment of any indebtedness shall be given to the Law Enforcement Officers Memorial Fund.

Policies and Procedures Of the Alabama Tactical Officers Association

Part 1 Association Dues

The Board will review and set the dues for the organization each year. Attendance at the annual tactical conference includes dues for the year. Anyone who does not attend the conference owes dues payable on April 1st of each year.

A regular member in good standing shall be any person who pays dues and is current on those dues.

- Individual Membership is \$30 per year. Attendance at the tactical conference includes the annual dues.
- Team Membership is offered at \$30/member. No Team Membership will be granted without individual contact information.
- Associate Membership is \$30 per year.
- No Corporate Memberships

Part 2 Meeting Agenda

At each scheduled meeting of the ATOA, the order of business shall be as follows:

- a. The opening of the meeting by the President or Designee..
- b. The roll shall be called by the Secretary.
- c. The minutes of the previous meeting shall be read and approved.
- d. The Treasurer shall present a written financial statement.
- e. Reading of any official correspondence or any correspondence relating to the business of the ATOA.
- f. Action on such correspondence.
- g. Reports of standing Committees.
- h. Reports of appointed Committees.
- i. Old Business.
- j. New Business.
- k. Review meetings date and location of next meeting.
- l. Adjournment.

Part 3 Meetings

The Board will hold a General Membership Meeting at the Tactical Operations Conference each year.

Special called meetings are to be announced in advance of the called meeting by the President via written, electronic, or oral communication.

All meetings shall be open to the general membership. The Board may meet in executive session if the good name and character of an individual must be discussed in relationship to the Association. Board work sessions may be open or closed meetings and the status shall be announced in advance.

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Part 4 Training Events

There shall be a minimum of one training event per quarter or a minimum of four (4) events per year (The TOC counts as one event).

The ATOA may cooperate with other organizations to hold other training events.

In-State Instructors

- In-state instructors who are not on agency time will be offered \$250 per day for teaching classes on behalf of the ATOA.
- In-State Instructors who are not on agency time will be reimbursed for hotel expenses up to the state recognized rate of \$150 per night when teaching on behalf of the ATOA. Reimbursement will occur when a hotel-issued receipt is provided to the Treasurer.

Out-of-State Instructors

- Expense and fees for out-of-state instructors must be pre-approved by the board.

Part 5 Annual Tactical Operations Conference

The ATOA will hold an annual Tactical Operations Conference (TOC). The goal of the conference is to provide opportunities for training and cooperative exercises to strengthen the tactical operations community and enhance officer training in the State of Alabama. Conferences may be held in conjunction with other state associations at the approval of the board.

Part 6 Board Elections

The ATOA Executive Board is made up of regular members of the ATOA. This board is tasked with conducting the business of the ATOA. Each Executive Board member has one vote in ATOA matters requiring such.

The Board will appoint a standing committee for the election of board members. The Election Committee Chairman is responsible for setting the dates for nominations and elections.

The election chairman will certify the results to the executive board in time to announce the new board members before the end of the fiscal year.

Board Members are elected by membership vote and serve a four-year term. The elections are staggered to ensure a continuity of command. The President and Treasurer rotate on the odd year, the Vice Presidents (North & South) and Secretary on the even year.

Election Rules:

Only ATOA regular members in good standing may make nominations or vote in the election. The Secretary will confirm that all nominating & voting members and all candidates are members in good standing.

All nominees must be members of ATOA and be in good standing.