

**ARIZONA ASSOCIATION
FOR
PROPERTY AND EVIDENCE**



BY-LAWS

Formed: January 1992
Incorporated: June 10, 1992
Revised: June 10, 2016



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ARTICLE I: NAME, GOAL, AND OBJECTIVES

SECTION 1. The Association shall be known as the Arizona Association for Property and Evidence (herein after referred to as A.A.P.E.).

SECTION 2. The primary goal of the A.A.P.E. is to promote the professionalism of the property and evidence function within the state through the cooperation and sharing of information with individual agencies.

SECTION 3. The primary objectives shall be:

- A.** To provide for the educational exchange of operational and technical information of potential benefit to the membership.
- B.** To educate the membership on current or pending legislation that may impact the property/evidence function.
- C.** To provide for the research, collection, exchange, and dissemination of all information relative to the property/evidence function.
- D.** To promote the standardization of property/evidence management and control.
- E.** To solicit legal opinions to clarify current laws or pending legislation.
- F.** To achieve professionalism of property personnel and to support high standards of performance in the accomplishment of this task.



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ARTICLE II: MEMBERSHIP / SPONSORSHIP

- SECTION 1.**
- A. General Membership.** General membership is open to those individuals directly involved in the processing and/or retention of property/evidence for criminal justice agencies within the state of Arizona on an individual basis. General membership is also open to persons who have retired in good standing from the property/evidence function of an Arizona criminal justice agency. Separation from employment other than through retirement does not qualify individuals for general membership. General members are voting members.
 - B. Associate Membership.** Associate membership is open to those individuals who are not directly involved in the processing and/or retention of property/evidence for criminal justice agencies within the state of Arizona but are employees who work for criminal justice agencies within the State of Arizona; or individuals directly involved in the processing and/or retention of property/evidence for criminal justice agencies that do not work or reside in the State of Arizona. Associate members are non-voting members.
 - C. Corporate Sponsor.** Corporate Sponsorship is open to those individuals engaged in retail sales for profit of services, supplies and/or merchandise relative to the property and evidence function and/or law enforcement operations. Corporate Sponsors may not host or attend quarterly business meetings or the annual training seminar classes. They may, however, meet with Association members before or after quarterly business meetings and the annual training seminar. Corporate sponsors are non-voting members.
 - D.** The Executive Board may submit to general membership a proposal for a change of annual membership dues. Dues shall be for the purpose of maintaining and dispensing information to the general membership, or other items as deemed necessary.
 - E.** A general member in good standing is one that has paid his/her dues, is directly involved in (or retired from) the processing and/or



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retention of property/evidence for criminal justice agencies within the state of Arizona and has attended at least one meeting during the fiscal year.

- F.** Only general members in good standing may hold office. Only general members in good standing may vote.
- G.** In the event of a transfer of personnel from the property and evidence function, memberships may be transferred to the replacement personnel. A written notice of the transfer must be submitted to the membership committee within thirty (30) days of the transfer. The notice of transfer must be accompanied by the membership card of the outgoing member. Upon receipt of the old membership card, a new membership card will be issued.
- H.** The AAPE Executive Board may at any time withdraw any membership/sponsorship if it is deemed in the interest of the Association.

SECTION 2. Voting Membership.

- A.** Voting membership is open to general members in good standing.
- B.** Associate and Corporate Sponsors are non-voting members.



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ARTICLE III: VOTING

- SECTION 1.** Any measure affecting the membership or any proposal for change of the By-Laws shall be submitted to the executive board and upon its recommendation put before the general membership for a vote.
- SECTION 2.** Voting shall be restricted to one vote per general member in good standing.
- SECTION 3.** Elections for members of the Executive Board shall be held at the March quarterly meeting the year the board's term of office expires. Another member may nominate any general member in good standing for any executive position. Nominations shall be accepted verbally at the December quarterly meeting held prior to the election, or may be submitted in writing until January 31st of the election year. Written nominations shall be turned over to the chairman of the Elections Committee. The Elections Committee shall confirm if the nominees will accept the nomination no later than February 5th, at which time all unconfirmed nominees will be disqualified from the running of office during that term. Confirmations shall be posted on the Association Website no later than February 15th of the election year.
- SECTION 4.** Absentee ballots for the election of officers shall be made available on the Association Website no later than February 15th. Members wishing to vote using the absentee ballot shall either email their ballot electronically or mail the ballot by means of the U.S. postal service to the Election Committee Chairman. Ballots shall be postmarked no later than the Friday preceding the election. Ballots shall be electronically stamped with the name of the voting member or shall be signed by the voting member if the ballot is sent by US mail. All ballots shall be held by the Election Committee Chairman until the scheduled voting meeting, at which time the Election Committee shall count all votes and tally the results. The Election Committee shall notify the winners of the election and inform them of the induction ceremony. Winning results shall be posted on the Association Website prior to the induction ceremony.
- SECTION 5.** Newly elected executive officers shall be inducted into their positions during the June quarterly meeting of that election year.



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ARTICLE IV: DUES, ASSESSMENTS, AND EXPENDITURES

- SECTION 1.** All rights for levying assessments and dues for individual members shall rest with the Executive Board. An increase of dues shall be approved by a vote of the general membership.
- SECTION 2.** Any expenditure from the association account, other than those accounts established for the official publication, shall be accomplished only upon approval of the general membership. The Executive Board will maintain a petty cash fund not to exceed the amount of \$100.00 for general operations use.
- SECTION 3.** Any general member who retires (as defined in Article II, Section 1.A) and has a continuous unbroken membership in the association for five (5) consecutive years or more at the time of retirement, shall be granted a lifetime membership in the association, with annual dues paid by the Arizona Association for Property and Evidence. This membership will remain a general membership with voting rights.
- SECTION 4.** Vendors wishing to advertise on the Association Website, in the Association Newsletter, or at the Association's Annual Seminar will be assessed a fee for service, as outlined in the Executive Board Directives Manual. The Executive Board shall approve all advertising fee structures and proposed increases by executive vote. The Executive Board shall review all advertisements and will ensure they meet the approved criteria set forth in the directives. Collected advertising fees shall be deposited in the Association's general funds.



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ARTICLE V: OFFICERS

SECTION 1. The Executive Board of the association shall consist of the following officers:

1. President
2. First Vice President
3. Second Vice President
4. Secretary
5. Treasurer
6. Sergeant at Arms.

The Executive Board shall be elected individually by secret ballot by the general membership. The term of office shall be for two (2) years commencing July 1st of the fiscal year following the election.

SECTION 2. The President of the Association shall be elected from and by the general membership of the association. The duties of the President shall be to preside at the business meetings, to supervise the affairs of the association, labor for the usefulness and efficiency of the association, to appoint such special committees as required for the attainment and fulfillment of the goals of the association, and to act as spokesperson for the association.

SECTION 3. Vice Presidents.

- A.** The First Vice President of the Association shall be elected from and by the general membership of the association. He or she shall succeed the President in the event of death or resignation. The duties of the First Vice President shall be to assist in the performance of the President's duties, to attend meetings of the Executive Board, to handle duties assigned by the President, assist in the legal duties and coordinate and provide guidance to the committee chairpersons.
- B.** The Second Vice President of the Association shall be elected from and by the general membership of the Association. In the event both



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the President and First Vice President are absent, the Second Vice President shall perform the duties of the President. The duties of the Second Vice President shall include attending meetings of the Executive Board, handle duties assigned by the President, maintain membership records and provide proof of membership to any member upon request.

SECTION 4. The Secretary of the Association shall be elected from and by the general membership of the association. The duties of the Secretary shall be to prepare and respond to the correspondence of the association, to serve as the secretary of the Executive Board and to record, prepare, and distribute the minutes of the association meetings through the Public Relations Chairman, as directed by the President.

SECTION 5. The Treasurer of the Association shall be elected from and by the general membership of the association. The duties of the Treasurer shall be to assume responsibility for all Association accounts, to assume responsibility for submission of all tax forms, and to submit a financial report of all association accounts quarterly to the Executive Board.

SECTION 6. The Sergeant at Arms of the Association shall be elected from and by the general membership of the association. The duties of the Sergeant at Arms include keeping the order during meetings, lead in the Pledge of Allegiance, and oversee voting during both executive and general meetings, with the exception of election ballots. It shall also be the duty of the Sergeant at Arms to coordinate the election committee, as deemed necessary.

SECTION 7. All members of the “Executive Board” must attend all board meetings and all quarterly meetings unless excused by the president. A request to be excused from any meeting must be made in writing to the president as soon as possible prior to the meeting. The president shall immediately give a written response. All board members must attend a minimum of two (2) board meetings and two (2) quarterly meeting per year.

SECTION 8. All members of the “Executive Board” shall be entitled to reimbursement for mileage at the standard prevailing Arizona government per diem rate when attending all board meetings and quarterly meetings, that is more than fifty (50) miles from the member’s residence and when that member



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is required to use his/her personally owned vehicle, because a department vehicle is not available for use. Whenever possible, as authorized by the "Executive Board" president, board members shall conduct meetings telephonically or electronically, to reduce travel expenses. Any "Executive Board" member requesting reimbursement shall be responsible for providing proof of miles traveled and shall complete a reimbursement form. If a quarterly meeting is more than one hundred (100) miles from the "Executive Board" member's residence, the member shall be entitled to lodging paid for by the association. Reimbursement for lodging will not be provided for additional board meetings held outside the regularly scheduled quarterly meetings. Members of the same sex may share a room, when possible, (two (2) members per room) and the association shall obtain the number of rooms that are needed. The Association shall not obtain and/or pay for any room for a member's spouse or other person not a member of the "Executive Board" of the Association.

The Association shall provide a room at the host hotel for the annual training seminar for up to three (3) nights, for all members of the "Executive Board". The "Executive Board" members shall be entitled to reimbursement for mileage at the standard prevailing Arizona government per diem rate when that member is required to use his/her personally owned vehicle because a department vehicle is not available for use and the seminar is more than fifty (50) miles from the member's residence. The "Executive Board" member requesting reimbursement shall be responsible for providing proof of miles traveled and shall complete a reimbursement form. All members of the "Executive Board" must use their department's motor vehicle if one is available.

SECTION 11. An Executive Board member may submit a written request for property and evidence related training to the Executive Board for review and approval.



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ARTICLE VI: COMMITTEES

SECTION 1. The standing committees of the Association shall be:

1. The Public Relations Committee
2. The Emergency Response Committee
3. The Good and Welfare Committee.
4. The Training Committee.
5. The Legislative Committee
6. Elections Committee

Special committees may be formed when deemed necessary by the President.

SECTION 2. Only general members in good standing shall chair Association Committees.

SECTION 3. Only general and/or associate members shall serve on Association committees.

SECTION 4. All standing committees shall prepare a report indicating their activities, expenditures and/or other necessary information. This report shall be presented to the Executive Board for its approval.

The Executive Board shall be informed of the date and time of all committee meetings by the committee chairman and one or more board members must be present at all committee meetings. The expenses incurred by committee members for participation in committee meetings or business shall be borne by committee members.

SECTION 4. The Public Relations Committee may consist of a Chairperson, Web Monitor, Newsletter Editor, Marketing Director, Historian and other members as deemed necessary by the Committee Chairperson. The Executive Board shall appoint the Committee Chairperson, Web Monitor, Newsletter Editor, Historian and Marketing Director. The Committee Chairperson shall report directly to the Executive Board, with the Web Monitor, Newsletter Editor, Historian and Marketing Director reporting directly to the Committee Chairperson. The Committee Chairperson shall appoint all other committee members, with the concurrence of the



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Executive Board. The Public Relations Committee shall be responsible for the content and production of the official publication (Article IX, Section 3), upkeep and maintenance of the association's Website, maintaining historical records related to the AAPE, and the distribution of marketing materials associated with the AAPE. An account shall be established and maintained for expenditures resulting from the publication. The Public Relations Committee shall be responsible for maintaining accurate and verifiable records of this account, and for presenting a financial report of the account to the Executive Board each quarter. Each quarter a minimum of \$100.00, but no more than \$150.00, shall be available in the Public Relations Committee account for use by the committee in the maintenance of the official AAPE website. This amount from the treasury may change (on a yearly basis) as deemed necessary by the Executive Board.

- SECTION 4.** The Good and Welfare Committee Chairman reports directly to the President and Board of Directors. The Chairman obtains names and agency addresses of members from the 2nd Vice President. The Chairman receives information from any member in regards to illness, death, or special needs. The Chairman responds appropriately with cards and/or flowers from the organization, and keeps the Board advised of changes in conditions. The Chairman's position is a volunteer position approved the Executive Board.
- SECTION 65.** The Training Committee Chairman reports directly to the President and Board of Directors. The Chairman coordinates the annual training seminar and assists quarterly meeting hosts in obtaining guest speakers. The Chairman has the power to negotiate with vendors subject to Board approval. The Chairman's position is a volunteer position approved by the Executive Board.
- SECTION 6.** The Legislative Committee Chairman reports directly to the President and Board of Directors. The Legislative Committee shall stay informed and apprise members of changes in state or federal laws pertaining to the property and evidence function. The committee shall present suggestions for changes in state and federal laws on behalf of the membership. The Chairman's position is a volunteer position approved the Executive Board.
- SECTION 7.** A By-Laws committee shall be convened if deemed necessary by the association President, the committee chairperson, or a majority of the



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committee members. The duties of the By-Laws committee shall be to maintain the By-Laws of the association, by regular review and to recommend amendments or revisions to the association and the Public Relations Committee when deemed necessary.

SECTION 8. The Election Committee shall be convened as deemed necessary by the Executive Board to oversee and facilitate the election of any executive board position. The Elections Committee shall consist of a chairman and a minimum of one other member from the association that is not interested in running for a position on the Executive board during the elections. The Election Committee chairman shall report directly to the Sergeant at Arms and shall be appointed by the Executive Board. The Election Committee shall campaign for nominations for any of the executive positions, gather and maintain the integrity of the votes received, count votes, announce all election results, and communicate election information to the association and Executive Board. In addition, the election committee shall oversee the induction ceremony of all incoming board members.



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ARTICLE VII: MEETINGS

- SECTION 1.** A quarterly meeting shall be held the second Wednesday of March, September, and December. The quarterly meeting for June shall be held on the second Friday during the annual training seminar.
- SECTION 2.** The responsibility for organizing and hosting quarterly meetings ~~shall~~ may be rotated among the individual member agencies.
- SECTION 3.** The duties of the host agency shall include making arrangements for an adequate and proper facility for the meeting and obtaining a guest speaker knowledgeable in the property/evidence field.

ARTICLE VIII: CONTRACTS

- SECTION 1.** The Executive Board shall not enter into any contract (excepting contracts for the annual training venue – Article VI Section 6) without the majority approval of the general membership.

ARTICLE IX: PARLIAMENTARY AUTHORITY

- SECTION 1.** Robert's Rules of Order (revised) shall be the parliamentary authority of all meetings of the Association and its Executive Board.
- SECTION 2.** "Group norm" (as established by committee and approved by the general membership) shall govern behavior by the membership during all meetings.



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ARTICLE X: EMBLEM AND PUBLICATIONS

- SECTION 1.** Any changes in the officially designated Association emblem must be approved by the general members.
- SECTION 2.** The official emblem of the Association may be used for purposes other than documents produced by the Association or its members only upon approval of the Executive Board. Under no circumstances shall the name or emblem of the Association be used for the commercial or political promotion of any of its members.
- SECTION 3.** The official publication and website of the Association shall be published by the public relations committee as specified in Article VI, Section 3. It will be published four (4) times each year and shall be posted on the Association website.
- SECTION 4.** Standardized practices used by the Executive Board to manage the Association that are not governed by the Association by-laws, shall be outlined in writing by means of an Executive Board Directive Manual. It shall be the responsibility of the Executive Board to review and maintain this manual for future reference. This manual shall be passed down from one executive board to another at the time of the induction ceremony, as specified in Article III, Section 5.

ARTICLE XI: AMENDMENTS

- SECTION 1.** Amendments to this document shall be accomplished through the By-law Committee (Article VI, Section 1).
- SECTION 2.** Amendments shall be adopted upon a majority vote of approval at a general business meeting or by ballot of the general membership.



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ARTICLE XII: DISSOLUTION

- SECTION 1.** Dissolution of the Association shall occur only upon the unanimous approval of the Executive Board and a majority of at least three-fourths (3/4) of the members attending the meeting.
- SECTION 2.** Upon dissolution, the assets of the association shall be disposed of in a manner consistent with the current legal statutes governing tax exempt, non-profit organizations and specifically as determined by the executive board. Under no circumstances shall the assets of the Association be disposed of to the benefit of any of the individual members.