

**ARIZONA ASSOCIATION
FOR
PROPERTY AND EVIDENCE**



BY-LAWS

Formed: January 1992
Officially Incorporated: February 19, 2020
Revised: June 9, 2021



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ARTICLE I: NAME, MISSION, GOAL, AND OBJECTIVES

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

SECTION 2. The mission of the Arizona Association for Property and Evidence (AAPE) is to promote and enhance excellence among property and evidence professionals throughout Arizona. We accomplish this by fostering education, communication, and exchange of information and ideas among our members about common issues affecting the security, safety, and integrity of property and evidence functions.

SECTION 3. The primary goal of the AAPE 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 4. 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 practices.
- E.** To solicit legal opinions to clarify current laws or pending legislation.
- F.** To promote professionalism of property/evidence personnel and to encourage high standards of integrity and accountability in the performance of their duties.



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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 law enforcement/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 law enforcement/criminal justice agency after Ten (10) years of uninterrupted AAPE membership. Separation from employment other than through a State/Local approved traditional retirement program 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 law enforcement/criminal justice agencies within the state of Arizona, but are employees who work for law enforcement/criminal justice agencies within the State of Arizona; or are individuals directly involved in the processing and/or retention of property/evidence for law enforcement/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 available to individuals engaged in retail sales of supplies, merchandise and/or services relative to the property and evidence function and/or law enforcement/criminal justice operations. Corporate Sponsors may not host or attend quarterly business meetings/training sessions or the annual training seminar classes due to the possible dissemination of sensitive/classified law enforcement information. They may, however, sponsor quarterly Association meetings by providing snacks/refreshments and informational handouts and/or samples of their products/services and they may interact with Association members before, during breaks, and after quarterly business meetings and the annual training seminar. Corporate Sponsors may not have access to Association General or Associate membership email or telephone information unless they acquire this information directly from the members themselves. Corporate sponsors are non-voting members.



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- D.** The Executive Board may submit to General membership a proposal for a change of annual membership dues at the quarterly business meeting in June. A majority approval vote of the General members attending the June business meeting (whether the meeting is held in-person or virtually via video conferencing) is required to implement the change in dues. Dues shall be for the purpose of maintaining the Association, dispensing information to the General membership, and/or other items as deemed necessary by the Executive Board for the betterment of the Association.
- 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 retention of property/evidence for law enforcement/criminal justice agencies within the state of Arizona, and has attended at least one meeting during the fiscal year (July-June).
- 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 Second Vice-President within thirty (30) days of the transfer. The notice of transfer must be accompanied by the membership card of the outgoing member (if one was issued). Upon receipt of the old membership card, a new membership card may be issued.
- H.** The AAPE Executive Board may, at any time, withdraw any membership/sponsorship if it is deemed in the best interest of the Association.

SECTION 2. Voting Membership.

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



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**ARTICLE III: ASSOCIATION BUSINESS, ELECTIONS, NOMINATIONS,
VOTING, RESIGNATIONS AND DISSOLUTION**

- 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.** Proposals submitted to the General membership for vote shall be adopted upon a majority vote of approval by the General members of the Association present at a general business meeting (whether the meeting is held in-person or virtually via video conferencing) or by ballot of the General membership. Majority vote is defined as 50% plus one (1) votes of the General membership for approval of any submitted proposal. If approved by majority vote of the Executive Board, voting through the use of a commercial survey application will be permissible for approving proposals other than the election of Executive Board members, or the Bylaws of the Association. Surveys shall be sent via email to all General members. Majority votes shall be determined based on the total number of respondents to the survey.
- SECTION 3. Elections:** Elections for members of the Executive Board shall be held at the March quarterly meeting the year the Executive Board's term of office expires.
- SECTION 4. Nominations:** General members may nominate themselves or any General member in good standing for any Executive Board position. Nominations may be accepted verbally or in writing at the December quarterly meeting held prior to the election, or may be submitted in writing (via paper or registered member email) until January 31st of the election year. Written nominations shall be turned over to the Chairperson of the Elections Committee. The Elections Committee shall confirm the nominators and nominees are General members in good standing and confirm if the nominees will accept the nomination no later than February 5th. Nominee confirmations shall be posted on the Association Website no later than February 15th of the election year.
- A.** If nominations are not received by the Elections Committee for any or all Executive Board position(s) during the nominations period (December quarterly meeting until January 31st of the election year),



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the existing Executive Board member(s) occupying the position(s) may choose to retain their position(s) for another two (2) year term. A vote by the General membership is required for this to occur.

- B.** If nominations are not received by the Elections Committee for any or all Executive Board position(s) during the nominations period (December quarterly meeting until January 31st of the election year) and the existing Executive Board member(s) occupying the position(s) choose not to retain their position(s) for another two (2) year term, the current Executive Board may decide to appoint a General member(s) to the vacant position(s) (conditional on the General member accepting the appointment offer), with the appointment effective at the induction ceremony at the June business meeting. A majority vote by the General membership is required for this to occur.
- C.** If nominations are not received by the Elections Committee for ALL Executive Board positions during the nominations period (December quarterly meeting until January 31st of the election year) and ALL existing Executive Board members choose not to retain their positions for another two (2) year term, the existing Executive Board will open nominations for all positions again, with nominations being open until February 15th of the election year. Any nominations received will immediately be posted on the Association website and sent to all General members via email. The elections process will continue and votes will be counted at the March quarterly meeting. At least three (3) of the six (6) Executive Board positions must receive nominations or the election process will not continue, and dissolution of the Association will be considered.
- D.** If any Executive Board position(s) (up to a maximum of three (3) positions) remain vacant at the conclusion of the election process, the current Executive Board shall decide if they will appoint a general member(s) to the vacant position(s) or if they will collectively manage the duties of the vacant position(s) for the next term. If they decide to manage the duties of the vacant position(s) then a majority vote by the General membership is not required for this to occur.



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- SECTION 5. Voting:** Voting shall be restricted to one vote per General member in good standing. 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 Chairperson. Ballots shall be email dated/postmarked no later than the Friday preceding the election. Ballots sent via email shall be electronically stamped (typed) with the name of the voting member (and the email address shall match the registered email address for that member) or shall be signed by the voting member if the ballot is sent by US mail (unsigned ballots will not be accepted for voting). All ballots shall be held by the Election Committee Chairperson 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. Election results shall be posted on the Association Website prior to the induction ceremony.
- SECTION 6. Executive Board Officer Induction:** Newly elected Executive Board officers shall be inducted into their positions during the June quarterly meeting of that election year. Departing Executive Board members shall provide newly inducted Board members their copies of the Executive Board Directive Manual along with any Association documents or information that is pertinent to the performance of the duties of their position at the conclusion of the annual training seminar. The Association shall pay for the registration fee and hotel accommodations for the newly elected Executive Board officers in order for them to attend the induction ceremony at the June quarterly meeting.
- SECTION 7. Executive Board Officer Resignation:** In the event that one or more Executive Board members resign from their position(s) prior to the end of their term, the remaining Executive Board members will seek volunteers from the General membership to complete the term of the resigning Board member(s). If more than one volunteer is interested in completing the term of the vacant Executive Board position then the remaining Executive Board members will vote to select the member to complete the vacant position(s) term. A majority vote by the General membership is not required for this to occur.



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SECTION 8. **Dissolution:** If more three (3) of the six (6) Executive Board positions are not filled during the elections process outlined in Article III, the Executive Board shall send notice to all General members that the Association may be dissolved if General members do not volunteer to fill the vacant Executive Board positions.

- A.** A vote by the General membership to elect the volunteers will take place at the June business meeting, with majority vote being determined based on attendance at the business meeting (whether the meeting is held in-person or virtually via video conferencing). Volunteering members will be appointed to the vacant Executive Board positions at the induction ceremony at the June business meeting.
- B.** If no volunteer offers are received and four (4) or more Board members decide not to retain their positions for another term, a motion to dissolve the Association will be made to the General membership. A three-fourths (3/4) vote of the General membership is required to dissolve the Association (Article XII, Section 1). If a 3/4 vote of the membership is not achieved then the Executive Board will suspend all Association operations until such time that volunteers come forward to fill the vacant Executive Board positions.
- C.** After two (2) years of suspended operations, the previous President of the Association (or other available past Executive Board member) shall proceed with the dissolution process as outlined in Article XII of this document.

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 majority vote of the General membership.

SECTION 2. Any expenditure over two-hundred fifty dollars (\$250) from the Association account, other than those accounts established for the Training Committee, newsletters, website management and annual Association non-profit organization management fees shall be accomplished only upon majority approval of the General membership (majority vote being determined based



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on attendance at meetings (whether the meeting is held in-person or virtually via video conferencing) or responses received via email voting). The Executive Board may 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 ten (10) 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. Corporate Sponsors and vendors may advertise on the Association Website, in the Association Newsletter, or at the Association's Annual Seminar. Fees for these activities are outlined in the Executive Board Directives Manual and may be posted on the website and in newsletters. The Executive Board shall approve all advertising fee structures and any proposed advertising fee increases by majority vote of the Executive Board. The Executive Board shall review all advertisements and will ensure they meet the approved criteria set forth in the Executive Board Directives Manual. Collected advertising fees shall be deposited in the Association's general fund.



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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 ballot by the General membership. The term of office shall be for two (2) years commencing July 1st of the election year.

All Executive Board positions are voluntary and will not receive compensation from the Association for time spent performing their duties.

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, oversee legal duties, labor for the usefulness and efficiency of the Association, to appoint such special committees as required for the attainment and fulfillment of the goals, mission and objectives 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. The First Vice President 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 Association and Executive Board, assist in the legal duties, oversee and provide guidance to the By-Laws Committee and the Legislative Committee, and to perform any other duties assigned by the President.



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- B.** The Second Vice President of the Association shall be elected from and by the General membership of the Association. In the event both the President and First Vice President are unable to fulfill the obligations of their office, the Second Vice President shall perform the duties of the President. The duties of the Second Vice President shall include attending meetings of the Association and Executive Board, accurately maintain current membership records, validate membership during voting events, provide proof of membership to any member upon request, provide Executive Board members with up-to-date copies of membership records directly preceding quarterly business meetings, act as the Web Monitor for the Association (liaison between the Association and the Website management company), oversee the Newsletter Committee, and to perform any other duties assigned by the President. Each quarter, a minimum of \$250.00 shall be available for printing costs of membership cards and for the maintenance of the official AAPE website. The Executive Board may change this amount when deemed necessary without majority vote by the General membership.

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 include attending meetings of the Association and Executive Board, preparing and responding to the correspondence of the Association, to serve as the secretary for quarterly business meetings and Executive Board meetings, accurately record (electronically or written/typed), prepare, and distribute the minutes of the Association quarterly meetings to all General and Associate members through the Second Vice-President, and to perform any other duties assigned by the President. The Secretary shall also be the Historian for the Association and shall maintain all official documents and historical records (paper, digital, electronic, photographic) pertaining to the Association.

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 include attending meetings of the Association and Executive Board, manage all Association accounts, submit all necessary tax forms, submit a financial report of all Association accounts quarterly to the Executive Board, and to perform any other duties assigned by the President.



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- 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 shall include attending meetings of the Association and Executive Board, maintain order during meetings, lead the Pledge of Allegiance at all meetings, oversee voting during both executive and general meetings (with the exception of election ballots, which will be collected and counted by the Election Committee), oversee the Election Committee, and to perform any other duties assigned by the President. The Sergeant at Arms shall also be responsible for marketing duties for the Association which will include, but is not limited to, promoting the Association to law enforcement/criminal justice agencies, extend membership invitations to qualified individuals as approved by the Executive board, and to seek and secure Corporate Sponsors.
- SECTION 7.** All members of the Executive Board must attend all Executive Board meetings and all quarterly meetings unless excused by the President. A request to be excused from any meeting must be made in writing (electronically or by hand) to the President as soon as possible prior to the meeting. The President shall immediately give a written response (electronically or by hand). All Executive Board members must attend a minimum of two (2) Executive 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 Executive Board meetings and quarterly meetings when meetings are more than fifty (50) miles from a Board member's residence and the Board member is required to use his/her personally owned vehicle because a department vehicle is not available for use. Whenever possible, as authorized by the President, Executive Board members shall conduct Board meetings telephonically or electronically, to reduce travel expenses. Any Executive Board member requesting reimbursement shall provide proof of miles traveled by providing the Treasurer a copy of Google or other recognized application showing distance traveled. 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 Executive 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



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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 Executive Board members (and for newly elected Executive Board officers so they can attend the induction ceremony). 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 provide proof of miles traveled by providing the Treasurer a copy of Google or other recognized application showing distance traveled. All members of the Executive Board must use their department's motor vehicle if one is available.

SECTION 9. 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. Standing committees of the Association shall be:

1. Newsletter Committee.
2. Good and Welfare Committee.
3. Training Committee.
4. Legislative Committee.
5. 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. The Executive Board shall appoint and approve all committee Chairpersons and members. A vote of the General membership is not required.

SECTION 3. Only General and/or Associate members shall serve on Association committees. Associate members may vote on committee matters only.

SECTION 4. All standing committees shall prepare a report indicating their activities, expenditures and/or other relevant information. The report shall be presented two weeks prior to each quarterly business meeting 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 Chairperson. All committee member positions are voluntary and will not receive compensation from the Association for time spent performing their committee duties.

SECTION 5. The Newsletter Committee may consist of more than one General member. The Chairperson will be appointed by the Executive Board and will report to the Second Vice-President. The Second Vice-President will provide the Newsletter Committee Chairperson with up-to-date membership email addresses as necessary. The Newsletter Committee shall be responsible for the content and production of the official publication (Article X, Section 3). An account of \$250.00 shall be established and maintained for expenditures resulting from the development and publication of the quarterly



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newsletter. The Executive Board may change this amount when deemed necessary without majority vote by the General membership. Newsletter Committee position(s) are voluntary positions approved the Executive Board.

SECTION 6. The Good and Welfare Committee Chairperson reports directly to the President. The Good and Welfare Committee Chairperson is responsible for sending sympathy notifications/flower arrangements to members or agencies who have experienced a personal/agency loss of life or serious emotional incident. The Good and Welfare Committee Chairperson may receive information from any member in regards to illness, death, critical incident or special need. The Good and Welfare Committee Chairperson responds appropriately with cards and/or flowers from the Association, and keeps the Executive Board advised of changes in conditions. The Good and Welfare Committee Chairperson is a volunteer position approved the Executive Board.

SECTION 7. The Training Committee Chairperson reports directly to the Executive Board. The Training Committee may consist of more than one member, as approved by the Executive Board. The Training Committee Chairperson coordinates the annual training seminar and may assist quarterly meeting hosts in obtaining guest speakers. The Training Committee Chairperson has the power to negotiate with vendors subject to Executive Board approval. Training Committee positions are volunteer positions approved by the Executive Board.

SECTION 8. The Legislative Committee reports directly to the First Vice President. The Legislative Committee may consist of more than one member, as approved by the Executive Board. The Legislative Committee shall stay informed of, 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. Legislative Committee positions are volunteer positions approved the Executive Board.

SECTION 9. A By-Laws Committee shall be convened when deemed necessary by the Association President. The By-Laws Committee reports directly to the First Vice President. The By-Laws Committee may consist of more than one member. The duties of the By-Laws Committee shall be to maintain the By-



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Laws of the Association, by regular review and to recommend amendments or revisions to the Executive Board, when deemed necessary. By-Laws Committee positions are volunteer positions approved the Executive Board. Any changes to the By-Laws shall be presented to all General members for majority approval.

SECTION 10. 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 Election Committee shall report directly to the Sergeant at Arms and shall be appointed by the Executive Board. The Elections Committee shall consist of a Chairperson and a minimum of one other member from the Association. Members of the elections Committee should not be interested in running for an Executive Board position and are precluded from being elected to an Executive Board position. The Election Committee shall campaign for nominations for all of the Executive Board positions, gather and maintain the integrity of the votes received, count votes, announce all election results, and communicate election information to the Association. The presiding President of the Association will oversee the induction ceremony of any/all incoming Executive Board members. Elections Committee positions are volunteer positions approved the Executive Board.

SECTION 11. The Association shall pay the annual training seminar registration fee and hotel costs for newly elected Executive Board officers, the Newsletter Chairperson, the Training Committee Chairperson and the Legislative Committee Chairperson to attend the annual training seminar in order for them to provide up-to-date information regarding their committee's activities at the training seminar's quarterly business meeting, and to compensate for the significant amount of time required to perform their duties throughout the year.



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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 may be held on either the second Thursday or Friday during the annual training seminar. The Executive Board may change the month and date of the annual training seminar and any quarterly meeting if circumstances arise which would make the change in the best interest of the Association.
- SECTION 2.** The preferred method of holding official Association meetings is in-person. If, however, due to governmental mandate or in the best interest of Association, meetings may be conducted virtually via audio/video conferencing.
- SECTION 3.** The Executive Board shall be responsible for soliciting members to host quarterly meetings at their agency facilities in order to share the responsibility of providing meeting sites.
- SECTION 4.** Hosting agencies will be responsible for making arrangements for an appropriately sized meeting room arranging for a guest speaker knowledgeable in the property/evidence field, or a related law enforcement subject, to provide a brief (thirty to forty-five minutes) training session to members.
- SECTION 5.** Corporate Sponsors may request to sponsor quarterly meetings through the Executive Board. After approval by the Executive Board, Corporate Sponsors will contact the hosting agency and arrange for refreshments/snacks to be provided for the meeting. Corporate Sponsors will be allowed to provide informational fliers/pamphlets at the meetings and will be recognized by the President of the Association as the sponsoring Corporate Sponsor for the meetings. Other Corporate Sponsors are permitted to be present at the meeting site but will not be recognized as the sponsoring Corporate Sponsor. Corporate Sponsors shall not attend the training session or business meeting due to the possible dissemination of sensitive/classified law enforcement information. Corporate Sponsors are permitted to interact with Association members before, during breaks and after the business meeting is adjourned.



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ARTICLE VIII: CONTRACTS

SECTION 1. The Executive Board shall not enter into any contract (excluding contracts for the annual training seminar, the official publication, web-site maintenance agreements, and annual Association non-profit organization management fees) 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.

ARTICLE X: EMBLEM AND PUBLICATIONS

SECTION 1. Any changes in the officially designated Association emblem must be approved by a majority vote of the General membership as outlined in Article III, Section 2.

SECTION 2. The official emblem of the Association may not be used for purposes other than official business, or on documents produced by the Association unless approved by 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/sponsors.

SECTION 3. The official publication of the Association shall be managed by the Newsletter Committee as specified in Article VI, Section 5. The quarterly newsletter will be published four (4) times each year and shall be posted on the Association website.

SECTION 4. **Executive Board Directives Manual:** 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. Each Executive Board member shall have a copy of the Directives Manual. It shall be the responsibility of the Executive Board to review and maintain this manual for future reference. The Executive Board Directives Manual shall be passed down to newly elected Executive Board



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members, along with any Association documents or information that is relevant to the performance of the duties of their positions at the conclusion of the annual training seminar, as specified in Article III, Section 6.

ARTICLE XI: AMENDMENTS

SECTION 1. Amendments to this document shall be accomplished through the By-law Committee (Article VI, Section 9).

SECTION 2. Amendments shall be adopted upon a majority vote of approval by the General members of the Association present at a general business meeting or by ballot of the General membership as outlined in article III, Section 2.



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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 three-fourths (3/4) of the General membership.
- SECTION 2.** The Executive Board shall file articles of dissolution with the Arizona Corporation Commission (ACC) following the procedures outline by the ACC. After following all required steps of dissolution outlined by the ACC, the Association shall pay off all debts, return all loaned assets, and distribute its remaining assets to one or more other 501 (c) (3) organizations. Under no circumstances shall the assets of the Association be disposed of to the benefit of any individual members or group of members of the Association.