

CONSITIUTION

ARTICLE I – NAME

This organization shall be known as the Georgia Association of Terminal Agency Coordinators, Inc. (G.A.T.A.C.)

To amend this Article, a unanimous vote of the membership shall be required.

ARTICLE II – MEMBERSHIP LOGO

The membership logo pin shall be described as in the shape of the State of Georgia, with white background and black lettering. Within the state symbol there shall be an oval shaped circle in the middle of the state symbol enclosing the acronym, TAC, with four vertical lines extending downward from the circle to a point at the bottom center of the state symbol. Centered above the circle is GA ASSOC.

To amend this Article, a unanimous vote of the membership shall be required.

ARTICLE III – PURPOSE

The purpose of the Association shall be to:

- A. Promote and encourage the continuance of standardized training and education for members of the Association.
- B. Aid in the cooperation and communications between Terminal Agency Coordinators, local, state, federal agencies, the Georgia Control Terminal Officer and other interested entities.

ARTICLE IV – MEMBERSHIP

Membership shall be open to all persons who meet the membership requirements of the Bylaws of the Association.

ARTICLE V – OFFICERS

The executive power of the Association shall be vested in the officers of the Executive Board. The officers shall consist of a President, a President-Elect, two Vice-Presidents – North, two Vice-Presidents – South, one Metro Vice President, one Middle Georgia Vice-President, a Secretary, and a Treasurer, who shall have the duties prescribed for them by the Bylaws of the Association. The Executive Board shall be compromised of the officers and the Immediate Past President. **Members holding the office of Vice-President must work within the region that they serve.**

The Georgia Crime Information Center (G.C.I.C.) Director shall appoint two (2) representatives from the Georgia Crime Information Center, an individual from the

G.C.I.C. Customer Support Unit and an Auditor, to serve on the Executive Board and the Nominations Committee in an advisory capacity.

Section 1 **Qualifications to Hold Office**

Each member of the Association who seek an office in the Association must be an Active Member in good standing with the Association. They shall have served as a Terminal Agency Coordinator (T.A.C.) for **a at** least one **(1)** year with their current **organizations/**agency and may be subject to a criminal history check of their background as designated by the Executive Board. The Active Member's service must be approved in writing by the head of their current organization/agency.

Section 2 **Removal from Office**

All elected and appointed officers of the Association shall adhere to the highest possible standards of conduct and morality. If any Officer is removed from his or her position as a T.A.C. by there agency head or is convicted of a criminal offense, misdemeanor or felony, they shall be ineligible to continue to serve in the office and that office shall be declared vacant by the President of the Association.

Section 3 **Bonding of the Treasurer – the Executive Board**

The Association shall be responsible **for bonding for assuring the bonding of** the Treasurer to protect the monetary and property assets of the Association.

ARTICLE VI-AMENDMENTS

Section 1 **Constitution**

- 6.1.1 Proposed amendments of the Constitution shall be provided to the Active and Charter Membership at least **ninety (90)** days prior to a designated voting date set by the T.A.C. Association Board. **The Membership will be notified by mail, website, or e-mail.**
- 6.1.2 The method of voting shall be **at the T.A.C. Association's meeting**, held during the G.C.I.C.'s annual T.A.C. conference.
- 6.1.3 The Constitution of the Association, with the exception of Articles I and II, which require a unanimous vote, may be amended by a two-thirds majority vote of Active/**Charter** Members of the Association present at the **Association's annual meeting, held during** G.C.I.C.'s annual T.A.C. Conference. The Constitution will be immediately modified and become effective after two-thirds majority vote has been tabulated.
- 6.1.4 **[Officers who do not attend 50% of the Association's scheduled meetings during a twelve-month period will be removed from the Executive Board.]**

The President shall appoint an Active Member of the Association to the vacant Executive Board position, following the guidelines found in the Association Bylaws, Article III, **Section 3.1.6 Section 2, 3.2.5** The appointment shall be subject to confirmation by the Executive Board and the appointee shall perform the duties of the position as described in the Bylaws. The President of the Association **shall will** notify the membership by mail, website, or e-mail within 15 days of the confirmation of the appointment by the Executive Board.

Section 2 Bylaws

- 6.2.1 Proposed Bylaws or Amendments to the Bylaws of the Association shall be provided to the Active/**Charter** Membership at least ninety (90) days prior to a designated **vote** date set by the Association's Executive Board. **The President of the Association will notify the membership by mail, website, or e-mail.**
- 6.2.2 The Bylaws of the Association may be amended by a majority vote of the Active/**Charter** Members of the Associations who are present at the **Association's annual meeting held during** G.C.I.C.'s annual T.A.C. Conference. The Bylaws **will shall** be immediately modified and become effective after the majority vote has been tabulated.

ARTICLE VII – EMERGENCY VOTING

Emergency voting may occur when the Executive Board determines there is an emergency that will require voting at a time other than at the **Association's annual meeting, held during the annual** G.C.I.C.'s annual T.A.C. Conference.

Emergency voting shall not occur to make modifications or changes to the Association's Constitution or Bylaws.

Emergency voting shall not occur for the election of officers of the Association except when there is a vacancy of three (3) or more officers from the Executive Board **or the annual G.C.I.C.'s T.A.C. Conference is not held.**

The President-Elect shall prepare a suitable ballot for voting. One ballot shall be forwarded to each Active Member who is eligible to vote. A cover letter from the President of the Association shall explain the reason for the emergency voting. The letter shall provide the time frame during which the vote may be cast and other information deemed necessary by the Executive Board.

No proxy votes shall be cast or accepted.

ARTICLE VIII – FINANCIAL MATTERS

The Executive Board ~~will~~ shall be responsible for ensuring that the revenue expenditures of the Association are reported in accordance with basic accounting principles.

Association funds shall not be expended for the personal benefit of any individual or group of Association members, exclusive of the Scholarship Fund.

An annual audit shall be concluded of all Association financial records by an outside independent Certified Public Accountant when requested, or if there is a change of Treasurers.

In emergency cases only, voting ~~by mail~~ by Active/~~Charter~~ members ~~my~~ may occur as it relates to authorization by the Executive Board to expend funds beyond expenditures covered in the Constitution and/or Bylaws.

ARTICLE VIII IX – DISBURSEMENT OF ASSETS UPON DISSOLUTION

Should the Association be dissolved, all assets shall be donated to a charitable organization recognized by the Georgia Secretary of State's Office. The decision shall be made by the Executive Board.

ARTICLE IX X – RULES OF ORDER PARLIMENTARY PROCEDURE

Association meetings ~~and any questions coming before this association not otherwise specifically provided for in Constitution/Bylaws, the presiding officer shall be governed by~~ the most recent edition of Robert's Rules of Order.

All meetings shall be open to all members of the Association ~~and the general public in accordance with the state's "Sunshine Laws"~~.

ARTICLE X XI – RECORDS AND PROPERTY

All records maintained, in any form, by the Association are the exclusive property of the Association.

All records, in any form, and property entrusted to any member of the Association shall remain the assets of the Association and shall be returned to the Association at the direction of the Executive Board.

The Executive Board, upon written request, shall release record information to any member of the Association.

BYLAWS

ARTICLE I – OBJECTIVES

Membership in the Georgia Association of Terminal Agency Coordinators, Inc., shall afford individual and collective benefits to all members as outlined in the below stated objectives.

1.1.1 **G.A.T.A.C. Mailing List**

A current list of the membership shall will be provided to any M member in good standing with the Association. The Executive Board, or their designee, shall will be responsible for disseminating membership information annually.

1.1.2 **Socials**

The Association shall will arrange periodic social functions for its membership to encourage the recruitment of new members, recognize members for exemplary work with the Association and for interaction between the Association's members.

1.1.3 **Newsletter**

The Association's newsletter shall will be published at least annually prior to the annual G.C.I.C. T.A.C. Conference. The newsletter will include articles from Association members, a calendar of training available to the membership, announcements concerning promotions, professional achievements and accomplishments of Association members and any other information deemed appropriate.

The newsletter may be used as a form of communication regarding constitutional changes, bylaw changes, expenditures, elections, or any matter requiring a vote from the active membership.

1.1.4 **Resource Center**

The Association shall serve as a resource center for basic written standard operating procedures, as it relates to G.C.I.C. and National Crime Information Center (N.C.I.C.) matters, for various types of organizations/agencies and for training materials.

1.1.5 **Regional Resource**

The Association will establish a Regional Resource List of persons to answer questions and assist other Terminal Agency Coordinators with problems. These positions will be filled by recommendations from the G.C.I.C. personnel and the Executive Board.

1.1.6 **Recognition**

The Association will provide means of recognition for Terminal Agency Coordinators that are GATAC members in good standing, for professional achievement.

1.1.7 **Training Input**

The Association may provide input into the development of training for Terminal Agency Coordinators.

1.1.8 **Registration/Training Cost**

The Association shall will work toward the reduction, or elimination, of registration/training fees paid by all non-Post OST certified Terminal Agency Coordinators.

1.1.9 **Scholarships**

The Association will, as funds become available, provide scholarships for the continuing education of Terminal Agency Coordinators. The maximum award per recipient is \$500.00 and must be for continuing Public Safety education which will benefit both the applicant and their respective agency.

1.1.10 **G.C.I.C. Liaison**

The Association through its Executive Board will bring the operational concerns of the membership to G.C.I.C., and the Control Terminal Officer.

1.1.11 **Website**

The Executive Board maintains a website under "GATAC.org." The website shall be used to provide information of interest and conduct necessary Association business with its membership. to the Association's Membership.

1.1.12 **GATAC Conference**

The Executive Board gives the G.C.I.C. Customer Support Manager permission to act on behalf of the GATAC Association to schedule, plan and handle any matters pertaining to the annual GATAC conference.

ARTICLE II – MEMBERSHIP

Members shall be admitted in accordance with the classification requirements set forth in this Article. Membership shall not be denied on the basis of sex, race, color, creed, national origin, age or numerical limitation.

Section 1 Classes of Membership

2.1.1 Active Member

Any certified Terminal Agency Coordinator who is employed full time and salaried by an authorized public safety or criminal justice agency in the State of Georgia shall will be eligible for Active Membership in the Association.

Active Members may vote on any matter before the Association, serve on C c ommittees and hold office in the Association.

Active Members dues are \$10.00 \$20.00 annually.

2.1.2 Associate Member

Any person who is qualified by having law enforcement training or experience or by their involvement in a criminal justice related profession may be an Associate Member.

Membership shall include all privileges as for Active Membership except for voting and holding office.

Associate Membership dues are \$10.00 \$20.00 annually.

2.1.3 Support Membership

Individual representing any commercial entity or vendors that derive any type of compensation from the manufacture, sale, or design or any type of equipment, goods or services for use in the area of criminal justice or public safety shall be eligible for Supporting Membership.

Supporting Members shall not have voting privileges, serve on committees, or hold office in the Association.

Supporting Membership dues are \$300.00 annually.

2.1.4 Organization Membership

Any organization interested in advancing the cause of criminal justice or public safety and who desires to further said interest by supporting this Association shall be eligible for Organization Membership.

Organizational Members shall not have voting privileges, serve on committees, or hold office in the Association.

Organizational Membership dues are \$25.00 annually.

- 2.1.5 **Charter Membership** Those individuals who became Members of the Association prior to January 1, 1991 shall be known as Charter Members of the Association. Charter Membership numbers shall not be re-issued. Charter Members, who are not Active Members, shall be eligible to vote on any Association matter.

Charter Membership dues shall be \$10.00 annually.

Section 2 Membership Application

- 2.2.1 **Application for Membership**
Applications for memberships shall will be the executed on a standard form as approved by the Executive Board and provided by Association.
- 2.2.2 **Classification of Membership**
The Treasurer shall will receive all applications and determine the qualifications and membership classification of an applicant. The Treasurer shall will determine that proper dues have been submitted.
- 2.2.3 **Effective Date of Membership**
Upon receipt of proper dues and a completed application, the Treasurer shall will issue a receipt for the dues and issue a Membership card. At that time the applicant shall becomes a member of the Association.

ARTICLE III – OFFICERS

Section 1 Election of Officers

- 3.1.1 A secret ballot of the Active Membership of the Association shall determine all elections. The ballots shall be cast by each individual member of the Association at the annual G.C.I.C. T.A.C. Conference.
- 3.1.2 The person receiving the highest number of votes per office shall be elected to that office. No individual may hold two positions of office in the Association at any given time.
- 3.1.3 There shall be a Ballot Committee, which consists of the President-Elect, two active members of the Association and one of the appointed G.C.I.C. representatives. In the absence of the President-Elect during the period of the ballot tabulation, the President shall designate an Executive Board member to the Ballot Committee for the voting session.

The duty of the Committee shall will be to monitor the issuance of ballots to Active Members by comparing names with a current Active Membership list, to count votes, and to otherwise assist in the conduction of the election under the direction of the President.

- 3.1.4 The term of office for President and President-Elect shall be for one (1) year only. Once the term for the President has expired, the President then becomes the Immediate Past President. Only upon the completion of their term of office as Past President can an individual be nominated and elected to any other office of the Association.
- 3.1.5 The term of office for Vice President Northeast, Vice President Southeast, Middle Georgia and Secretary shall be elected on even number years. The term of office for Vice President Northwest and Vice President Southwest, Metro and Treasurer shall be elected on odd number of years. The term of office for all Vice Presidents, the Secretary and Treasurer shall consist of two (2) years. These offices are subjected to re-election for consecutive terms.

Section 2 Voting for New Officers

- 3.2.1 Voting for new officers shall will take place at the annual G.C.I.C. T.A.C. Conference. Installation of officers and assumption of duties shall will take place at the annual G.C.I.C. T.A.C. Conference. Association's annual meeting, held during G.C.I.C. T.A.C. Conference.
- 3.2.2 Perspective candidates for office must have to the President elect a letter of intent to run for office, accompanied by a letter of support from the candidates employer. This has to be submitted no later than 60 days prior to the start of the Annual Conference.
- 3.2.3 No more than two (2) representatives from any agency, department, or criminal justice or public safety organization/agency may run for a G.A.T.A.C. office or be appointed to an office during the same time period.
- 3.2.4 In the event of a vacancy in the office of President, the President-Elect shall serve as A a cting President for the remainder of the term. Filing Filling the un-expired term of office of the President shall have no effect on the normal term of office or eligibility to serve.
- 3.2.5 In the event of a vacancy in the office of President-Elect, Vice Presidents, Secretary or Treasurer, the President shall fill the vacancy by appointing a member who is in good standing from the Active Membership list. Said appointment shall be made within thirty (30) days of office vacancy and is

subject to confirmation by the Executive Board. Said appointee shall perform his/her duties in an acting capacity until the next regular scheduled election.

- 3.2.6 When there is a vacancy or of three (3) or more officers of the Executive Board, the President shall call for an emergency vote by mail of the active membership.
- 3.2.7 If the office of President and President-Elect are vacant at the same time, then the Secretary will call for an emergency meeting of the Executive Board for the purpose of calling for an emergency vote by the membership to fill the empty positions.

Section 3 Duties of Officers

3.3.1 President

The President shall be the Chief Executive Officer of the Association and of the Executive Board. The President shall be a member ex-officio of all standing committees. The President shall appoint the chairperson of all standing committees not elected by the membership and chairpersons of any special committees.

The President shall be the public official representative of the Association unless delegating this power to another **Executive Board** member.

The President shall sign all notes and obligations of the Association and all contracts and instruments when authorized by the Executive Board.

The President shall supervise the affairs of the Association and direct its activities, and generally perform all duties usually incumbent upon the office and such as may be required by the Executive Board.

3.3.2 President-Elect

The President-Elect shall perform all of the duties of the President in his/her absence or disability and such duties as may be required by the Executive Board.

The President-Elect shall fill the un-expired term of the President in the event of a vacancy.

The President-Elect shall preside over annual audits of the Association funds prior to the annual meeting or as deemed necessary.

The President-Elect shall act as the Association's parliamentarian at all meetings.

3.3.3 **Vice President**

Each Vice President is empowered to perform such duties and exercise that authority as delegated or assigned by the President or the Executive Board.

Each Vice President is responsible for recruitment in his/her respective region and will act as liaison between Association Members within their region and the Executive Board.

The Association's area of influence is divided into six regions, : Northwest, Northeast, Southwest, Southeast, Metro and Middle Georgia, each headed by a Vice President. The Northwest, Northeast, Southwest, Southeast, Metro and Middle Georgia regions shall be defined as outlined in the Association Bylaws Article VII.

3.3.4 **Secretary**

The Secretary shall **provide be responsible** for the recording and maintenance of complete and accurate minutes and records of all meetings of the Association and meetings of the Executive Board.

The Secretary shall maintain a complete and current list of all names, addresses, phone numbers and email addresses of its members.

The Secretary shall relinquish all records to the incoming Secretary upon expiration of their term of office.

The Secretary shall perform any other duties as deemed necessary by the President or the Executive Board.

3.3.5 **Treasurer**

The Treasurer shall be the custodian of all general funds and savings accounts of the Association. The Treasurer shall collect all dues and assessments and receive all monies payable **of to** the Association.

The Treasurer shall deposit funds received to the credit of the Association in such financial institutions as the Executive Board may prescribe. The Treasurer shall pay, by check, all approved expenditures within (30) days of receipt. The Treasurer shall keep regular books and full accounts, showing receipts and disbursements. These books and accounts shall be open at all times for inspection by the President and/or members of the Executive Board, or by any member upon written request.

The Treasurer shall submit a quarterly financial statement to the members of the Executive Board. Said report shall reflect the financial condition of the Association.

A full report of all financial activities of the Association will be made available at any and all Association meetings.

All financial records maintained by the Treasurer shall be relinquished to the incoming Treasurer upon expiration of the current Treasurer's term of office.

The Treasurer shall generally perform all such duties as may be required by the Executive Board and such other duties as usually are consistent with the office of **the** Treasurer.

3.3.6 **Immediate Past President**

The Immediate Past President shall serve on the Executive Board and in any other such capacity as deemed necessary by the President or the Executive Board.

In the event of a tie vote in an Executive Board meeting, the tie shall be broken by vote of the Immediate Past President.

All Past Presidents shall act in an advisory capacity to the Executive Board.

ARTICLE IV – EXECUTIVE BOARD

4.1.1 The Executive Board shall act as a governing board, controlling the policies and expenditures of the Association, and shall determine the methods of conducting the Association's activities in accordance with the Constitution and Bylaws. The decisions of the Executive Board shall be final in all matters determined to be reasonable and proper.

4.1.2 The Executive Board **shall will** convene at such time and place as may be determined by the President or as self convened. Two weeks notice **shall will** be given to members thereof, except when the Association is in conference or in regular meeting.

4.1.3 The quorum of the Executive Board shall consist of the President, and four (4) other voting members of the Executive Board.

ARTICLE V – COMMITTEES

Section 1 Standing Committees

5.1.1 The Standing Committee of the Association shall be: Nominating, Finance, Training and Education and Historical Committees.

5.1.2 Members of the Standing Committees shall will serve at the pleasure of the President and thereafter until are notified in writing by the Secretary as to their successors.

5.1.3 No member shall serve as Chairperson of two (2) Standing Committees simultaneously.

5.1.4 The President shall appoint all chairpersons and members of each standing committee. Recommendations may be solicited from the Executive Board and/or Association membership.

5.1.5 Standing Committees and their chairpersons shall determine the matters they shall consider, subject to the direction of the President and/or Executive Board. No Presidential limitations shall be placed upon the Executive Board.

5.1.6 A quorum of a Committee, except as otherwise stated in the Constitution and Bylaws shall consist of its chairperson and any number of members participating.

5.1.7 Actions of a Committee, except as otherwise stated in the Constitution and Bylaws, shall be taken at each Association meeting. The Committee Chairperson shall notify the President of the Association at least ten (10) days prior to any Committee meeting held at to other times. Notification shall be made in written form or by telephone. Any Committee meeting held at other times, the Committee Chairperson will notify the President of the Association ten (10) days prior notice from the Committee Chairperson, by written or telephone notification, will be made to the President.

Section 2 **Nominating Committee**

5.2.1 The President of the Association shall appoint the Nominating Committee. The Nominating Committee shall consist of the President-Elect, three (3) Active Members of the Association and one (1) of the two (2) G.C.I.C. representatives.

5.2.2 The Nominating Committee should receive nominations from the President Elect at least 45 days prior to the Nominating Committee's meeting date, which is scheduled prior to the annual G.C.I.C. T.A.C. Conference.

5.2.3 No more than two (2) representatives from any agency, department, criminal justice or public safety organization/agency may run for a G.A.T.A.C. office or be appointed to an office during the same period.

- 5.2.4 The President-Elect shall will serve as the Chairperson of the Nominating Committee.

Section 3 **Finance Committee**

- 5.3.1 The President shall appoint at least three (3) Active Members in good standing to the Finance with the approval or of the Executive Board. The President-Elect and the Treasurer shall serve on the Finance Committee.
- 5.3.2 The Finance Committee shall meet as needed or at other times designated by the President or Executive Board. The Finance Committee shall submit a financial report to the Executive Board.
- 5.3.3 The Finance Committee shall will submit a full and comprehensive financial report, in written form, to the Executive Board at least ten (10) working days prior to the annual Association meeting and at other times designated by the President or Executive Board.
- 5.3.4 The full financial report in written form shall will be prepared and made available to the active membership at the annual G.C.I.C. T.A.C. Conference.
- 5.3.5 Any active member of the Association may request a financial report by submitting a written request to the President of the Association. A written report shall be made available to the requesting member within thirty (30) days of the request.
- 5.3.6 The Treasurer shall serve as the chairperson of the Finance Committee.

Section 4 **Training and Education**

- 5.4.1 The Training and Education Committee shall will consist of the six (6) Vice Presidents, the G.C.I.C. Customer Support Unit Representative, and at least three (3) Active Members in good standing with the Association. The President shall appoint the chairperson and the three (3) Active Members selected appointed to the committee.
- 5.4.2 The Training and Education Committee shall work closely with the G.C.I.C. Customer Support Unit Representative and with all G.C.I.C. representatives and with the N.C.I.C. representatives.
- 5.4.3 The Training and Education Committee shall will be responsible to assist with providing professional training for all Association members at the annual G.C.I.C. T.A.C. Conference or at other designated times as determined by the Association's Executive Board.

- 5.4.4 All training provided by Association members that involves G.C.I.C. related topics **will shall** be conducted using a P.O.S.T. approved lesson plan. G.C.I.C. shall have oversight over all training dealing with G.C.I.C. related topics. Instructors may be required to present such training to the G.C.I.C. Customer Support Unit Representative or any other G.C.I.C. staff member for approval prior to presenting the G.C.I.C. related training to the membership.

Section 5 Historical Committee

- 5.5.1 The President shall appoint the Historical Committee Chairperson and all members to the committee.
- 5.5.2 Members of the Historical Committee shall be responsible for the collection and maintenance of historical information and documents pertaining to the Association.

Section 6 Special Committees

- 5.6.1 The President **shall will** appoint members to Special Committees as deemed necessary for specific tasks.
- 5.6.2 Members of Special Committees shall serve at the pleasure of the President. Their duties shall be as specified by the President.
- 5.6.3 Members of the Special Committees shall serve as long as specified by the President and their term shall expire concurrently with that of the President, unless otherwise dissolved.

ARTICLE VI – SUSPENSION FROM MEMBERSHIP OR OFFICE

- 6.1.1 Any member, or officer of the Association charged with a criminal offense, misdemeanor or felony, shall have his or her membership suspended. Conviction for any misdemeanor or felony criminal offense shall result in revocation of membership.
- 6.1.2 Appeal of any suspension, revocation or termination of membership shall be heard by the Executive Board. The decision of the Executive Board shall be final.

ARTICLE VII – OBLIGATION OF ASSOCIATION ASSETS

- 7.1.1 No individual Association member may obligate Association assets **excepts** as provided for in this Article.

- 7.1.2 The President may authorize the expenditure of up to \$250 for postage. (raised from \$200).
- 7.1.3 The Executive Board may authorize the expenditure of up to \$1,000 for the payment of operating expenses.
- 7.1.4 Operating expenses include **but are not limited to**, stationary, printing of membership cards, membership pins, printing of the Association's newsletters, and other general office supplies.
- 7.1.5 The Executive Board may authorize capital expenditures not to exceed **\$2000.00 \$2,000**. A capital expenditure is any single item with a life expectancy of three (3) years or more and cost more than **\$1000.00 \$1,000**. The Executive Board may authorize only one capital expenditure per calendar year.
- 7.1.6 The Executive Board may authorize the emergency expenditure of funds up to 10% of the Association's assets.
- 7.1.7 The President may electronically pole the Executive Board for approval of emergency expenditures.
- 7.1.8 All expenditures must be supported by an official receipt from the vendor of the supply or the goods or service. No reimbursements will be made without an official receipt.

ARTICLE VIII – GEOGRAPHICAL REGIONS