



BY-LAWS

ARTICLE I – NAME

SECTION 1. The name of this association is the San Mateo County Law Enforcement Training Managers Association (SMCLETMA).

ARTICLE II – PURPOSE

SECTION 1. The San Mateo County Law Enforcement Training Managers Association is a group of Criminal Justice Training Professionals drawn together for the purpose of providing quality training. This is accomplished in a collaborative effort to identify contemporary needs, developing strategies for training programs and processes to evaluate them for all law enforcement entities in the County of San Mateo.

- A. This is a non-profit association which does not contemplate pecuniary gain or profit to the members there of. It is organized for the following purposes.
1. To foster regular meetings of training managers of all Law Enforcement and Criminal Justice Agencies within the County of San Mateo for the discussion and solution of mutual problems common to the field of training.
 2. To coordinate the efforts of training activities within the County of San Mateo.
 3. To promote, sponsor and conduct courses of instruction for the benefit of law enforcement officers within the County of San Mateo.
 4. To stimulate and develop a better understanding of the problems encountered in training and to promote the free exchange of information within the County of San Mateo.
 5. To sponsor and engage in such other activities from time to time as shall be deemed advisable in the interest of the association.
 6. To foster continuing productive relationships among the Law Enforcement and Criminal Justice Training Managers within the County of San Mateo and their respective organizations.

ARTICLE III – MEMBERSHIP

SECTION 1. REGULAR VOTING MEMBER of the association shall consist of:

- A. Training managers of law enforcement agencies within San Mateo County which have paid yearly dues.
- B. Law enforcement agencies within San Mateo County are not eligible for associate membership.
- C. Training managers of other criminal justice/public safety entities within San Mateo County that have paid yearly dues.

SECTION 2. ASSOCIATE MEMBERS of the association shall consist of:

- A. Training managers of criminal justice agencies other than law enforcement agencies that are not required to pay dues.
- B. Representatives of organizations promoting and supporting law enforcement training.
- C. Associate members are without voting rights and may attend regular meetings.
- D. Perspective associate members will be presented to the general voting membership for vote approval.

Examples of associate members would include:

- A. P.O.S.T. area representative.
- B. College of San Mateo Administration of Justice Coordinator.
- C. Training managers of law enforcement/criminal justice agencies outside San Mateo County who are representing their managers associations.
- D. San Mateo County Chiefs of Police Training Committee representative.
- E. San Mateo County Commanders Training representative.
- F. South Bay Regional Public Safety Training Consortium (SBRPSTC).

ARTICLE IV – OFFICERS

SECTION 1. The officers of this association shall be elected from the regular voting membership and shall consist of a President, a Vice-President, a Secretary, and a Treasurer, all whom shall hold their respective offices for a term of one year, or until their successors are elected by the regular voting membership.

SECTION 2. The officers shall be elected by the regular voting membership at the November meeting of each calendar year and shall take office at the first meeting of the succeeding calendar year.

SECTION 3. Duties of officers:

PRESIDENT:

It shall be the duty of the president to preside at all meetings of the association, and to perform the duties usually performed by the president of an organization; to appoint committee chairmen and members; to appoint ad hoc committees as needed; to review reports made by said committees; to maintain liaison with local, state and federal organizations of interest to the training function; and to maintain liaison with local, state and federal legislators as needed; to represent the association through correspondence, and attend meetings of the San Mateo County Police Chiefs Association Training Committee.

VICE PRESIDENT:

It shall be the duty of the Vice-President to perform all the duties of the President during the President's absence or inability to act; the Vice-President shall be the standing Chairman of the Training Needs Assessment Committee.

SECRETARY:

It shall be the duty of the Secretary to document the minutes of all meetings and publish/distribute the minutes in a timely fashion; publish & maintain an active roster of regular and associate members; publish & maintain a calendar of training courses, meetings & events; maintain the association by-laws and record the changes thereto; and perform such other duties as may be requested of her/him. The Secretary will propose the destruction of Association records at a regular meeting of the Association. A brief written description of the information to be destroyed will be prepared in advance and circulated to the membership. A voice vote of the membership present will authorize the Secretary to destroy said records. Procedurally, the Secretary will maintain all records for at least two years.

TREASURER:

It shall be the duty of the Treasurer to receive and collect all monies from dues and other sources; and to pay all claims approved by the association. He/she shall maintain an accurate account of the funds of the association and shall render a report at each regular association meeting or whenever requested by the association of all monies received and disbursed.

ARTICLE V – DUES

SECTION 1. The amount will be set at the January meeting of each year & determined by an annual budget projection. Dues will be collected during a one month period after having given notice in the minutes of the January meeting. Failure to pay may lead to expulsion from the association, but must be approved by a vote of the general membership and only after giving notice to the delinquent agency.

ARTICLE VI – MEETINGS

SECTION 1. The meetings of the association shall be held monthly; at a time and place to be designated by the regular voting membership during the November meeting of each calendar year. The regular voting membership shall designate where the meetings will be held each month throughout the calendar year.

SECTION 2. A majority of the regular voting members of the association shall constitute a quorum.

SECTION 3. The President of the association may call special meetings of the entire association and must call special meetings when requested by a majority of the regular voting members. Such meetings shall be called by written notice to the members, mailed to their addresses of record at least thirty-six (36) hours in advance of the meeting time, and stating the matters to be considered at the meeting. Such notice may be waived if two-thirds (2/3) of the regular voting members are present at the meeting and agree to such waiver.

SECTION 4. Any meeting may be canceled by the affirmative vote of a majority of regular voting members, or as deemed necessary by the President.

ARTICLE VII – CONDUCT OF BUSINESS

SECTION 1. The order of business at association meetings should be as follows:

- A. Call of Meeting to Order
- B. Presentations
- C. Association Business
 - 1. Announcements/Communications
 - 2. Approval of Minutes
 - 3. Treasurers Report
 - 4. Chiefs Association Liaison Report
 - 5. Committee Reports
- D. Roundtable
- E. Adjournment

ARTICLE VIII – VOTING

- SECTION 1. Except as provided herein, action shall be taken by motion or resolution passed or adopted by a majority of the regular voting members present at any meeting at which a quorum is present. A minority report may be filed by any member, which shall be added to the minutes upon written request to the Secretary.
- SECTION 2. Each of the regular voting members of the San Mateo County Training Managers Association shall have one vote. Members must be present at association meetings to vote. Voting may be accomplished by an open show of hands or by secret ballot. No proxy votes will be accepted.
- SECTION 3. Ninety (90) days before the last meeting of the calendar year the President shall call for nominations to nominate candidates for the offices of the association. Election of new officers will be conducted at the November meeting to allow for a smooth transition into the next year.

ARTICLE IX – COMMITTEES

- SECTION 1. The standing committees of the association are as follows:
- A. Executive Committee
 - B. Training Needs and Assessment Committee
- SECTION 2. Other committees may be formed on an as needed basis by a motion from a member and vote approving such committee.
- SECTION 3. Committee members.
- A. Executive Committee:
 - 1. All elected officers of the association and the San Mateo County Police Chief's Association representative to the training managers association. This committee should meet prior to the regular meeting for discussion of such matters as may be deemed necessary by the President.
 - B. Training Needs Assessment Committee:
 - 1. Vice President, San Mateo County Police Chief's association representative to the training managers association.
 - 2. Academy Coordinator.
 - 3. Other members that volunteer and/or appointed by the President of the association.

ARTICLE X – ADOPTION OF BY-LAWS

SECTION 1. These by-laws will become effective immediately when adopted by the affirmative vote of the simple majority of the regular voting members.

SECTION 2. These by-laws may be amended by the vote of a majority of the regular voting members at any meeting of the association, provided written notice and memorandum of such amendment shall have been mailed to such members of the association not later than five (5) days prior to such meetings.

Regularly adopted this 15th day of January, 2013.

President, Mario Garcia

Vice-President, Javier Boyes

Secretary, Nicole Acker

Treasurer, Kathy Joe