

# **WISCONSIN FIELD TRAINING OFFICERS ASSOCIATION BY-LAWS**

## **ARTICLE 1: PURPOSE**

### **SECTION 1: GENERAL**

- I. The purposes for which this Association has been organized are as follows:
  - A. Create and instill a working relationship between field training officers, their agencies and the public.
  - B. Sharing of ideas and new techniques used by field training officers, administrators and educators.
  - C. Provide training seminars, conferences and research of educational methods used for improving field training.
  - D. Educate the membership and the public regarding the necessity of formal field training programs.
  - E. Keep the membership informed of current legislative changes and judicial decisions.
  - F. Application of new trends in field training.
  - G. Support of, and assistance to, the membership with problems or concerns.
  - H. Will review and revise by-laws annually by the current Board of Officers.
  - I. Promotes new membership.

## **ARTICLE II: ORGANIZATION**

### **SECTION 1: NAME**

- I. The name of this non-profit organization is the Wisconsin Field Training Officers Association (WFTOA) (hereinafter referred to as the "Association")
- II. The Executive Director and necessary staff shall operate the Association. The Executive Director shall be empowered to make all necessary business decisions, and take all necessary business actions.

### **SECTION 2: ADDRESS**

- I. The Executive Director and Secretary shall designate the mailing address for the Association.

### **SECTION 3: INSIGNIA/LOGO**

- I. The Association shall have an official insignia/logo which shall be approved by majority vote of the Board of Officers.

## **ARTICLE III: OPERATIONS**

### **SECTION 1: OFFICERS**

- I. The Board acts as the administrative body for the Association and will conduct all business generally associated within the Board. The affairs and funds of the Association shall be controlled and directed by the Board, and their actions with regard thereto shall be managed in

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a manner consistent with the bylaws. The relationship between the Board and the general membership shall be that of a fiduciary; and as such, the Board of Officers shall have the power to invest funds and expend funds. Any investment of funds shall be in accordance with Chapter 320 of the Wisconsin Statutes. The Board shall be empowered to employ, by annual retainer or otherwise, a lawyer to represent the interests of the Association. This provision shall not be construed as authorizing the Board to pay any judgment or damages against any member of the Association. The Board is specifically prohibited from so doing. The Board shall also be empowered to employ an accounting firm to periodically conduct an accounting and audit of all financial records.

The Board shall have the authority to make and promulgate such rules and regulations as it may deem necessary in conducting the affairs of the Association. All such rules and regulations shall be consistent with the provisions of the bylaws and maybe overturned by majority vote of the general membership at the fall conference. The Board is composed of (21) elected Officers, (2) Advisor(s), and (1) Media Consultant.

- II. The Board will consist of the following positions:
  - A. Executive Director
  - B. Director – Patrol
  - C. Director – Corrections
  - D. Director – Communications
  - E. Member-at-large
  - F. Secretary-Treasurer
  - G. Regional Representatives (5) to include (1) from each region
  - H. Assistant Regional Representative (10) to include (2) from each region
  - I. (2) Advisors
  - J. Media Consultant

### **SECTION 2: QUALIFICATIONS**

- I. To hold a State of Regional office, the candidate must be:
  - A. An active member of the Association in good standing.
  - B. Is employed or was employed by a criminal justice organization or actively engaged in criminal justice training, and/or a lifetime member.
  - C. In good standing within their organization/agency.
  - D. Advisors(s) must have served as a past board member. Must be nominated by a board member and voted in by the majority vote of the Board annually.

### **SECTION 3: ELECTIONS AND TERMS OF OFFICE**

- I. Nominations and Elections
  - A. Any eligible state member may be nominated by themselves or other(s) to any Board position.
    - 1. A candidate for the Executive Director position should have a minimum of two (2) terms on the Board.
  - B. Officers may be re-elected to successive terms.

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- C. Candidates may choose to address their campaign to the membership using any reasonable lawful method. All campaign expenses will be the sole responsibility of the candidate. The Executive Director will provide an opportunity for all candidates to address the membership during the election process at the annual fall training seminar.
- D. Election for positions shall start with the highest office up for election.
- E. It is the Executive Director's responsibility to govern the election.
- F. The election will be held at the annual training seminar.
- G. Any ballot with more than one vote for each position will be considered void. The candidate who has received a simple majority of the votes from the membership is deemed to have won the election.
- H. The votes will be counted under observation of a Board member and/or a neutral party of the body.
- I. At the conclusion of the elections, the ballots shall be destroyed.
- J. Vacancy in any of the offices because of death, resignation, removal, disqualification, or otherwise shall be filled by the Board of Officers for that period-of-time until the subsequent election at the fall training seminar.
- K. The length of term for all positions is two (2) years.
- L. In the event all regional board positions in a region(s) cannot be filled through the election process, the board (through majority vote) may combine regions(s) until the next election. If any of the remaining board member(s) from that region request that they be allowed to operate with diminished board numbers they may be allowed to do so until the next election.

### **SECTION 4: GENERAL**

- I. If any question of parliamentary law arises, which is not expressly or implicitly addressed by the bylaws of the Association, the presiding officer shall be governed by the provisions of "Robert's Rules of Order."
- II. Any member who is selected or volunteers to provide education or training for the membership will do so without being monetarily compensated.
- III. Training seminar costs will be determined by majority vote of the Board of Officers.
- IV. Training seminar fees as well as reasonable conference lodging shall be paid by the Association for any Board Officer who attends at least half of the meetings and assists at the conference with duties assigned. The Association will comp one room per region annually provided the region is active in conference planning.
- V. At the completion of his/her final term of office, and Board member shall be awarded a plaque in recognition of the years of service based on a motion and majority vote of the Board. The award shall be presented at the annual training seminar.

### **SECTION 5: MEETINGS**

- I. Meetings of the Association shall be held at a location with dates/times agreed upon by the Board of Officers.

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- II. Advance notice of meetings shall be publicized in a manner, which will allow the Executive Director and/or Secretary to notify each member of the Board of Officers.
- III. A simple majority of the Board of Officers present shall constitute a quorum. A quorum shall include the Executive Director or, in his/her absence, at least one of the Directors or Patrol, Corrections, Communications, Member-at-large, Secretary/Treasurer, or Advisors.
- IV. A simple majority vote of the Board of Officers shall carry any motion.
- V. A quorum may be established through a remote communication meeting (i.e., conducted by telephone, email, etc.) providing all officers agree to this style of meeting.
- VI. Short Notice Meetings. The Executive Director and/or Secretary shall make every effort to contact all Board of Officers about such meeting.

## **SECTION 6: POWERS AND DUTIES OF THE OFFICES**

- I. Executive Director shall:
  - A. Preside at all meetings of the Association
  - B. Appoint committee chairs and other personnel to committees as may be deemed necessary for conducting business.
  - C. Plan the affairs of the Association with such assistance from the other elected officers, appointed committees, and other members as they may require and directed in the bylaws.
  - D. Provide a tie breaking vote as to any business concerning the Association.
  - E. Govern the election process for new Board of Officers.
  - F. Perform such other duties as usual to the office of Executive Director of the Association, and as provided elsewhere in the bylaws.
- II. Directors of Patrol, Corrections or Communications shall:
  - A. Assume the duties of Executive Director in his/her absence.
  - B. Responsible to chair any committees designated by the Executive Director.
  - C. Perform such other duties pertaining to the office as may be directed by the Executive Director or as may be provided elsewhere in the bylaws.
  - D. Coordinate the assignments and activities of the regional representatives.

The Member-at-Large will assume any vacant Director position until an election takes place at the next all training seminar.

- III. Secretary/Treasurer shall"
  - A. Be responsible for training seminar fees and monies collected from other sources.
  - B. Set up and maintain a banking account which shall bear the name of the Association. The account will be set up so as to authorize the current Treasurer and Executive Director to act as signatories and conduct all business related activities to the account. In extreme circumstances, where the Executive Director isn't available to sign a check, the Patrol, Corrections or Communications Directors shall sign in the Executive Directors place with his/her knowledge. -2 signatures shall be required for all checks.

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- C. Have official custody of and accept all accounting responsibilities for the receipt and disbursement of all funds available to the Association.
  - D. Maintain accurate accounting records and receipts for all transactions.
  - E. Issue a report of finances at each state meeting.
  - F. Arrange for the accounting audit of all financial records on an annual basis. The auditing shall be done by three (3) members of the Board (non-Directors) at the training seminar. The three (3) members shall present their findings during the training seminar to the membership.
    - 1. A formal audit will be conducted every five (5) years or when the Board deems it necessary by an outside entity.
  - G. Issue a report of finances upon being relieved of office, or when directed to do so by the Executive Director.
  - H. All state funds and records are to be turned over to the Treasurer's elected successor within 30 days' time of the election.
  - I. To prepare the minutes of all meetings and distribute to the Officers within 10 days after each meeting.
  - J. Serve as secretary (corresponding and recording) at each meeting called by the Executive Director.
  - K. Prepare agendas for all meetings and provide them to the Board.
  - L. The newly elected Secretary shall prepare a roster and contact info for all Officers as soon as reasonable after the annual fall seminar and elections.
  - M. Maintain a file of all the meeting minutes and all other correspondence.
  - N. Maintain membership records and a membership roster.
  - O. Maintain records and files of web page and any publications of the Association working with the webmaster.
  - P. Verify information concerning a candidate's eligibility to run for and be elected into office.
  - Q. Maintain a list of Officers terms of office and expiration dates.
  - R. Perform such other duties pertaining to the office as may be directed by the Executive Director or as may be provided elsewhere in the bylaws.
- IV. Regional Representatives:
- A. Coordinate and conduct regional training.
  - B. Regionally meet with agencies within respective regions and bring back to the Board of Officers issues, questions, concerns, comments and resolutions.
  - C. Divide the work of creating and disseminating the Association newsletters.
  - D. Perform such other duties pertaining to the office as may be directed by the Executive Director or as may be provided elsewhere in the bylaws.
- V. Assistant Regional Representatives:
- A. Perform such other duties pertaining to the office as may be directed by the Executive Director, Regional Representative or as may be provided elsewhere in the bylaws.
- VI. Advisor(s):
- A. Shall be nominated by a current board member and voted in by the majority of the Board of Officers.
  - B. Assist the Board of Officers and the Association in an advisory role.

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- C. Perform such other duties as may be requested by the Board of Officers.
- D. Advisors shall have full voting rights.

VII. Media Consultant:

- A. Working knowledge of major social media platforms and website development.
- B. All posted materials related to the organization will be approved by the Executive Director.

## **ARTICLE IV: MEMBERSHIP**

### **SECTION 1: GENERAL**

- I. Any member of a Law Enforcement, Corrections or Emergency Communications organization who is responsible for selection, hiring, on the job training of his/her agency personnel, or a supervisor or manager thereof.
- II. All others who meet the qualification requirements due to their training and experience or by other professional attainment in the law enforcement field.
- III. Each member shall furnish to the Secretary/Treasurer current contact information.

### **SECTION 2: LIFETIME MEMBERS**

- I. The following persons shall enjoy lifetime membership upon nomination and approval by the Board of Officers:
  - A. Persons resigning from the office of Executive Director
  - B. Any board member in good standing with the Association for a period of ten (10) or more consecutive years.
  - C. Any other active member who has served the Association with honor and distinction may be elected a Lifetime Member upon the recommendation of the Board of Officers at the Conference of the Association by three-fourths (3/4) vote of the members present.
  - D. A lifetime member shall have all the rights and privileges of an active member.
  - E. The Secretary/Treasurer will maintain a listing off all Lifetime Memberships.

(For the purposes of Lifetime Membership, all time served under the Wisconsin Chapter of NAFTO between 1992 and 2009 will be counted or grandfathered as time served under the Association.)

### **SECTION 3: RETIRED MEMBERS**

- I. Any person who is a member in good standing at the time of honorable retirement from the law enforcement or related service, due to disability or having reached retirement age, may continue to be a member of the Association.
  - A. A retired member shall have all the rights and privileges of an active member.

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## **SECTION 4: TERMINATION OF MEMBERSHIP**

- I. The Board of Officers shall, following a hearing, have the power, by vote of three-fourths (3/4) of the quorum of the Board, to suspend or expel and terminate the membership of any member, for the following reasons:
  - A. For conduct which, in the Board of Officer's opinion, disturbs the order, dignity or harmony or impairs the good name, popularity, or prosperity of the Association.
  - B. For any conduct in violation of the bylaws or of the permanent policies of the Association, this may be made from time to time.
  - C. The hearing policy shall be:
    1. Upon the motion of any officer of the Board of Officers, the Executive Director shall call a hearing to be conducted before the Board of Officers.
    2. The Executive Director may suspend the member pending the hearing.
    3. Action shall not be taken by the Executive Director unless all members of the Board of Officers and the affected member have been notified in writing thirty (30) days prior to the meeting; that a member of the Board of Officers proposes to move such action, specifying the name of the member and the accusations made against said member.
    4. The member shall have the right to appear in person and represented by counsel at the member's own expense.
    5. The proceedings shall be a closed session, and the decision of the Board of Officers shall be in private session and shall be final and conclusive.

## **ARTICLE V: AWARDS**

### **SECTION 1: FIELD TRAINING OFFICER OF THE YEAR**

- I. Letters of nomination for the Field Training Officer of the Year Award must be received by the Board of Officers no later than 5:00 pm on August 1<sup>st</sup>.
- II. The Executive Director will appoint a selection committee consisting of three (3) Officers in good standing.
- III. Eligibility for nomination. Nominees must:
  - A. Be a current fulltime employee or retired within the calendar year of a Law Enforcement Agency, Communications Center, or Correctional Institution and, or, be actively engaged in the function as a Field Training Officer or in the capacity of field training. (Board members are not eligible for this award.)
  - B. Have demonstrated a commitment to the profession through exceptional performance in one or more of the following areas: Service, Leadership, Ambition, Spirit, and Bravery/Heroism.
  - C. Has not been a previous recipient of this award.
- IV. Selection Procedures and Guidelines:
  - A. Administrators, staff, and officers may nominate an individual or a team of individuals for recognition.

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- B. Nomination letters, not to exceed two pages in length, should address the basis for the rationale of the nomination in the particular categories (listed above) stated in the guidelines above.
- C. The FTO of the Year Selection Committee will review the letters of nomination and make their selection to the Board of Officers at the next meeting after August 1<sup>st</sup>.
- D. Announcement of the recipient of the FTO of the Year Award will be made at the fall training seminar.
- E. Award recipient will receive seminar and membership fees as well as reasonable lodging at the seminar hotel paid by the Association.
- F. The award winner will be notified by the Executive Director prior to September 1<sup>st</sup>.
- G. The recipient will receive the FTO of the Year Award at the fall training seminar presented by the selections committee. If the recipient is unable to attend, the award will be shipped.
- H. Nominee not selected will receive honorable mention at the seminar and a letter or recognition.

## **SECTION 2: CHARITABLE CONTRIBUTION**

- I. The Association will donate up to \$500.00 to charitable organization(s) voted on by the majority of the Board at the last meeting prior to the start of the annual training seminar.

## **ARTICLE VI: AMENDMENTS**

### **SECTION 1: AMENDMENTS**

- I. A member offering an amendment shall present, in writing, a copy of the proposed amendment to the Board of Officers, at least thirty (30) days prior to the next meeting of the Board of Officers. If the Board of Officers approves the proposed amendment by majority vote, it shall be presented to the general membership at the seminar.

Rev 01/2020 Rev 01/2020

Approved 08-12-2014 by Board of Officers

Approved 09-14-2014 by the Attendees at the annual conference

Approved 03-24-2010 by Board of Officers