***Law Enforcement Exploring Association of Georgia***

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***OFFICIAL BYLAWS***

*Revised and Amended June, 2014*

***Law Enforcement Exploring Association of Georgia***

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**Standing Order #001**

**Article 1 – Established Purpose**

The Law Enforcement Exploring Association of Georgia (also the Association or the Corporation herein) is a non-profit, non-partisan educational entity established for the purpose of promoting Law Enforcement Exploring within the State of Georgia through the following activities:

1. Sponsoring and supporting programs that enhance the mission of the Learning for Life Law Enforcement Exploring program.
2. Developing and implementing educational, recreational, and competitive programs and events which foster vocational awareness, professional knowledge, character development, and overall fitness.
3. Assisting law enforcement agencies and local Learning for Life offices with the formation and development of new Law Enforcement Exploring posts.
4. Encouraging Law Enforcement Exploring posts to participate in local, regional, and national Law Enforcement Exploring conferences and other, similar events.
5. Planning and conducting specialized training programs for both youth explorers and adult advisors.
6. Engaging in such other activities as deemed necessary to support the mission of Law Enforcement Exploring.

The Association shall not conduct activities which conflict with the dates of the National Law Enforcement Exploring Conference.

**Standing Order #002**

**Article 2 – Membership and Delegates**

 **Section 2.1 – Membership**

1. Any Post seeking admission to this Association shall fulfill and maintain the requirements set by the Association as stated in the standing orders, bylaws, and articles of incorporation of the Association. Additionally:
2. Each Post will be registered as a Law Enforcement or related exploring post with the appropriate chapter of Learning for Life.

1. Each Post shall submit proof of accident insurance for all post members involved with Association functions and/or activities.
2. Each Post must be sponsored by a certified Municipal, County, State, or Federal law enforcement or related agency operating within the State of Georgia.
3. By applying to the Association, each applicant agrees to pay all dues and fees as stated in this document and to adhere to the Bylaws and Standing Orders of the Association.
4. The Director of the Law Enforcement Exploring Association of Georgia, or his/her designee, shall be responsible for verifying that each applicant for membership in the Association has fulfilled the requirements for admission, as detailed above.
5. The Executive Board of the Law Enforcement Exploring Association of Georgia shall vote to ratify the applicant’s membership in the association.
6. Full membership shall be extended, without fee, to one professional Learning for Life staff member employed by the Learning for Life office which serves the jurisdiction in which the Association maintains its official mailing address. This Learning for Life professional shall be the voting representative for Learning for Life.
7. Membership and participation in the Association shall not be restricted based on gender, race, sexual orientation, religion, creed, political persuasion, or any combination thereof.

**Section 2.2 – Delegates**

1. Each Post in good standing may have a delegation at all State meetings of the Law Enforcement Exploring Association of Georgia for the purpose of representing their post and/or region.
2. While each post shall be permitted to bring as many Explorers as they choose, only two (2) of these explorers shall be voting delegates.
3. Each post shall elect or otherwise select their own voting delegates.

**Standing Order #003**

**Article 3 – Organization, Structure, and Offices**

 **Section 3.1 – Organization**

The regions of the Law Enforcement Exploring Association of Georgia shall be defined as follows:

1. Region 1 - Northeast Region

*Banks, Barrow, Clarke, Columbia, Dawson, Elbert, Forsyth, Franklin, Habersham, Hall, Hart, Jackson, Lincoln, Lumpkin, Madison, Oconee, Oglethorpe , Rabun, Stephens, Towns, Union, Walton, White, and Wilkes counties.*

1. Region 2 - Northwest Region

*Bartow, Catoosa, Chatooga, Cherokee Dade, Fannin, Floyd, Gilmer, Gordon, Haralson, Murray, Paulding, Pickens, Polk, Walker, and Whitfield counties.*

1. Region 3 - Metro Atlanta Region

*Clayton, Cobb, DeKalb, Douglas, Fayette, Fulton, Gwinnett, and Rockdale counties.*

1. Region 4 - Central Region

*Baldwin, Bibb, Butts, Bleckley, Burke, Candler, Carroll, Coweta, Chattahoochee, Crawford, Crisp, Dodge, Dooley, Emanuel, Glasscock, Greene, Hancock, Harris, Heard, Henry, Houston, Jasper, Jefferson, Jenkins, Johnson, Jones, Lamar, Laurens, Macon, Marion, McDuffie, Meriwether, Monroe, Montgomery, Morgan, Muscogee, Newton, Peach, Pike, Pulaski, Putnam, Quitman, Richmond, Schley, Screven, Spalding, Stewart, Sumter, Talbot, Taliaferro, Tattnall, Taylor, Treutlen, Troup, Twiggs, Upson, Warren, Washington, Webster, Wheeler, Wilcox, and Wilkinson counties.*

1. Region 5 - Southwest Region

Baker, Brooks, Calhoun, Clay, Cook, Colquitt, Decatur, Dougherty, Early, Grady, Lee, Lowndes, Miller, Mitchell, Randolph, Seminole, Terrell, Thomas, Tift, and Worth counties.

1. Region 6 - Southeast Division

*Appling, Atkinson, Bacon, Ben Hel, Berrien, Brantley, Bryan, Bulloch, Camden, Charlton, Chatham, Clinch, Coffee, Echols, Effingham, Evans, Glynn, Irwin, Jeff Davis, Lanier, Liberty, Long, McIntosh, Pierce, Telfair, Toombs, Turner, Ware, and Wayne counties.*

**Section 3.2 – Board of Trustees**

1. The Law Enforcement Exploring Association of Georgia shall maintain not less than five trustees. Collectively, they shall be known as the Board of Trustees.
2. Trustees shall be the legal age of majority in the State of Georgia and registered as adult leaders with an Exploring Post which is a member of the Association in good standing, or a member of the Learning for Life volunteer or professional staff. No other qualifications for trustees of this organization shall be enforced.
3. Subject to the provisions of the laws of the State of Georgia and any limitations in the articles of incorporation and these bylaws relating to action required or permitted to be taken or approved by the members, if any, the activities and affairs of the Corporation shall be conducted and all corporate powers shall be exercised by or under the direction of the Board of Trustees.
4. The duties of these trustees shall be as follows:
5. Perform any and all duties imposed on them collectively or individually by law, by the articles of incorporation, or by these bylaws;
6. Appoint and remove, employ and discharge, and, except as otherwise provided in these bylaws, prescribe the duties and compensation, if any, of all officers, agents, and employees of the Corporation.
7. Supervise all officers, agents, and employees of the Corporation to assure that their duties are performed properly;
8. Meet at such times and places as required by these bylaws;
9. Register and maintain current addresses with the Executive Board Secretary.
	1. Notices of meetings mailed or telegraphed to said addresses shall be valid notices thereof.
10. Meetings shall be held at the principle office of the Association unless otherwise provided by the Board of Trustees, or at such other place as designated from time to time by resolution of the Board of Trustees.
11. Regular meetings of the Board of Trustees shall be held during the weekend of the annual State Conference.
12. At this regular meeting, vacancies on the Board of Trustees shall be filled by a vote conducted by the remaining Trustees.
13. Voting for the election of Trustees shall be by written ballot.
14. Each trustee shall cast one vote per candidate, and may vote for as many candidates as there are vacancies to be filled.
15. The candidate(s) receiving the highest number of votes up to the number of trustees to be elected shall be elected to serve as trustees of the Board.
16. Special meetings of the Board of Trustees may be called by the chairperson of the board, the Executive Director, the State Youth Advisor, by any two Trustees, by a majority vote of active Posts in good standing with the Association, or, if different, by persons specifically authorized under the laws of this state to call special meetings of this Board.
17. Such meetings shall be held at the principle office of the Association or, if different, at the place designated by the person(s) calling the special meeting.
18. Unless otherwise provided by the articles of incorporation, these bylaws, or provisions of law, the following provisions shall govern the giving of notice for meetings of the Board of Trustees:
19. **Regular Meetings**: At least one (1) week prior notice shall be given for each regular meeting. This notice shall be made by the Executive Secretary and provided to each member of the Board of Trustees and each member of the Executive Board.
	1. Such notice may be oral or written, and may be given personally, by first class mail, by telephone, by email, or by facsimile.
		1. In the event of an email or facsimile notification, the person to whom such transmission is sent shall acknowledge personal receipt either by return transmission or by telephone call to the Executive Board Secretary within twenty-four hours of the first transmission.
	2. Such notice shall state the time, date, and place of the meeting, and the matters proposed to be acted upon at said meeting.
20. **Special Meetings:** Notice of Special Meetings shall be given in the same manner as described above.
21. **Waiver of Notice:** Whenever any notice of a meeting is required to be given to any member of this Corporation under the provision of the articles of incorporation, these bylaws, or the laws of the State of Georgia, a waiver of notice in writing signed by the Executive Director, whether before or after the time of the meeting, shall be equivalent to the giving of such notice.
22. A quorum shall consist of a simple majority of members of the Board of Trustees.
	1. Except as otherwise provided under the articles of incorporation, these bylaws, or provisions of law, no business shall be considered by the Board at any meeting during which a quorum is not present.
	2. In the event a quorum is not present, the only motion which the chair shall entertain is the motion to adjourn.
23. Meetings of the Board of Trustees shall be presided over by the chairperson of the Board. If no such person has been designated, or in his/her absence, the Executive Director shall preside. In his or her absence, the State Youth Advisor shall preside. In the absence of each of these persons, a temporary chairperson shall be chosen by the Trustees present at the meeting.
24. The Executive Secretary shall act as secretary of all meetings of the Board, provided that, in his or her absence, the presiding officer shall appoint another person to act as secretary for that meeting.
25. Meetings shall be governed by Robert’s Rules of Order, insofar as such rules are not inconsistent or in conflict with the articles of incorporation, these bylaws, or provisions of law.
26. Vacancies on the Board of Trustees shall exist:
27. On the death, resignation, or removal of any Trustee
28. Whenever the number of authorized trustees is increased.
29. Any trustee may resign effective upon giving written notice to the chairperson of the Board of Trustees or, if different, the Executive Director, the Executive Secretary, or to the Board of Trustees.
30. No trustee may resign if the organization would then be left without a duly elected trustee or trustees in charge of its affairs, except upon notice to the Attorney General and/or other appropriate agencies of this State.
31. Any trustee may be removed from office, with or without cause, as permitted by and in accordance with the laws of the State of Georgia.
32. Unless otherwise prohibited by the articles of incorporation, these bylaws, or provisions of law, a vacancy on the Board of Trustees may be temporarily filled by a vote of the Board.
33. If the number of trustees then in office is less than a quorum, a vacancy on the board may be filled upon approval of the majority of trustees then in office, or by the sole remaining trustee.
34. A person appointed to fill a vacancy on the Board of Trustees shall remain in office until the next regular election of the Board of Trustees or until his/her death, resignation, or removal from office.
35. Except those trustees appointed to temporarily fill a vacancy, each trustee shall hold office for a period of two years, and until his or her successor is elected and qualifies.
36. There shall be no limit on the number of terms to which a trustee may be elected.

**Section 3.3 – Executive Board Structure**

1. The Executive Board of the Law Enforcement Exploring Association of Georgia shall be the unit which conducts the daily operation, legal business, and administration of the Association and appoints various committee heads and members as necessary for the effective operation of the Association.
2. The Board shall be comprised only of adult members who are registered as adult leaders with an Exploring Post which is a member of the Association in good standing, or who are a member of the Learning for Life volunteer or professional staff.
3. Board membership shall not be restricted based on gender, race, sexual orientation, religion, creed, political persuasion, or any combination thereof.
4. The Executive Board shall be comprised of the following offices:
5. Executive Director (1)
6. Assistant Executive Director (1)
7. At-Large Advisors (7)
8. Executive Board Secretary (1)
9. Financial Officer (1)
10. State Youth Advisor (1)
11. Committee Advisors

**Section 3.4 – Executive Board Offices and Duties**

1. Executive Director

The Executive Director shall be elected by the Advisor body and will be responsible for overseeing all activities of the organization. The Executive Director will be responsible for implementing decisions made by the Executive Board and the Explorer Youth Board; coordinating long-range planning; setting the agenda for the Executive Board; and delegating to the Executive Board and Youth Board any duties, responsibilities, and decisions required as set forth in this document. The Executive Director shall further be responsible for appointing persons to fill various positions as described herein.

The Executive Director shall, by virtue of his/her position, be a Trustee on the Board of Trustees, and shall serve as the Chairperson of that board.

The Executive Director shall be elected to a term of two years.

1. Assistant Executive Director

The Assistant Executive Director shall be elected by the Advisor body and will be responsible for assisting the Executive Director with his duties and responsibilities. In the absence of the Executive Director, the Assistant Executive Director shall have the authority to act in their place.

The Assistant Executive Director shall be elected to a term of 1 year.

1. Regional Advisors

A total of seven advisors shall be elected by the Advisor body to serve as members of the Executive Board. Six of these advisors shall be assigned one region of responsibility each, and shall be responsible for working with the advisors of that region so as to effectively represent the interests of their respective regions. Such assignment shall be made by the Executive Director with regard to the geographical location of each advisor’s sponsoring agency, and any other factors or circumstances deemed relevant by the Executive Director. The seventh advisor shall be an advisor at-large. All seven advisors shall be voting members of the Executive Board.

Each regional advisor shall be elected to a term of one years.

1. Executive Board Secretary

The Executive Board Secretary, or “Executive Secretary,” shall be appointed by the Executive Director and shall be a non-voting member of the Executive Board. S/he shall be responsible for keeping accurate and complete minutes of all meetings. These minutes shall be filed in a notebook, maintained, and made available at each delegates meeting.

The Executive Secretary shall, by virtue of his/her position, be a Trustee on the Board of Trustees.

The Executive Secretary shall be elected to a term of two years.

1. Financial Officer

The Financial Officer shall be appointed by the Executive Director and shall be a non-voting member of the Executive Board. S/he shall be responsible for the following:

1. Receive and bank all monies due the Association;
2. Keep bookkeeping records of such funds;
3. Pay expenditures by check;
4. When authorized, pay bills on behalf of the Association and maintain receipts of such transactions;
5. Disburse monies as the Association may direct;
6. Prepare in writing an annual Revenue and Expenditure and present said report at the first meeting of the Law Enforcement Exploring Association of Georgia following the LEEAG State Conference;
7. Arrange one independent audit of the Association’s financial records, at minimum, once every even-numbered year. Present said report to the Association at the last delegates meeting of the year;
8. Submit bi-annual reports to the Association on revenues and expenditures.

The Financial Officer shall be authorized to make payments up to $499.99 without the written approval of the Executive Director. For payments in excess of $499.99, the Financial Officer shall be required to obtain the written approval of the Executive Director. Such approval shall be made by the Executive Director by letter, facsimile, electronic mail, or by the Executive Director initialing or co-signing the check.

The Financial Officer shall, by virtue of his/her position, be a Trustee on the Board of Trustees.

1. State Youth Advisor

The State Youth Advisor is a voting member of the Executive Board. S/he is the Lead Advisor, or his/her designee, of the post represented by the State Explorer President, and is appointed upon the election of the youth president.

1. Committee Advisors

Are non-voting members appointed to the Executive Board at the discretion of the Executive Director.

 **Section 3.5 – Youth Officer Board Structure**

1. The Youth Board of the Law Enforcement Exploring Association of Georgia shall be comprised of youth members, and shall operate under the direction of the Executive Board.
2. The Youth Board shall be comprised only of youth members who are registered as youth explorers with an Exploring Post which is a member of the Association in good standing.
3. Youth Board membership shall not be restricted based on gender, race, sexual orientation, religion, creed, political persuasion, or any combination thereof.
4. The Youth Board shall be comprised of the following elected offices:
5. State Explorer President (1)
6. State Explorer Vice Presidents (6)
7. State Explorer Chaplain (1)
8. The Youth Board shall be further comprised of the following appointed offices, appointed by the State Explorer President:
9. State Explorer Secretary (1)
10. State Explorer Sergeant-at-Arms (1)
11. State Explorer Historian (1)

**Section 3.6 – Youth Officer Board Offices and Duties**

1. State Explorer President

The State Explorer President shall preside over meetings, such as LEEAG State Delegate meetings, LEEAG Explorer Committee meetings, LEEAG Youth Officer Board Meetings, and the LEEAG State Conference. This shall be a 2 year term.

1. State Explorer Vice Presidents

The State Explorer Vice Presidents shall act as a board of directors under the leadership of the State Explorer President. One vice president shall be elected from each of the six regions of the Association. However, if, at the time of elections, one or more regions is not represented by any post from within that region, one or more vice presidents may be elected as “at-large” vice presidents and assigned to the region not represented. This shall be a 1 year term.

1. State Explorer Chaplain

The State Explorer Chaplain shall give the invocation and benediction at each LEEAG State function and be responsible for the memorial service held at the State Conference on the year following the election. This officer is a non-voting member of the Youth Officer Board. This shall be a 1 year term.

1. State Explorer Secretary

The State Explorer Secretary shall keep accurate and complete minutes of all meetings of the LEEAG Youth Officers Board, LEEAG Explorer Committee meetings, and/or as needed or directed by the State Explorer President. The minutes will be filed and maintained in a notebook and made available at each delegates meeting. This officer is a non-voting member of the board, and is appointed by the State Explorer President.

1. State Explorer Sergeant-at-Arms

The State Explorer Sergeant-at-Arms will maintain order and control at all LEEAG delegates meetings. S/he will be tasked to guard and take control of the LEEAG ballot box during annual elections. The State Explorer Sergeant-at-Arms will deliver the ballot box to have the votes counted, as stated in the election process. This officer is a non-voting member of the board, and is appointed by the State Explorer President.

1. State Explorer Historian

The State Explorer Historian will maintain an accounting of the history of the Association. This may include photographs, newspaper articles, etc. to be placed in the LEEAG history book. This officer is a non-voting member of the board, and is appointed by the State Explorer President.

**Section 3.7 – LEEAG Board of Directors**

1. The term “Board of Directors” shall be used to describe the collective meeting of the Executive Board and the Youth Officers Board. The Board of Directors shall convene to discuss and implement the operations of the Association. Meetings of the Board of Directors shall be called by the Executive Director.

**Standing Order #004**

**Article 4 – Election and Terms of Office**

 **Section 4.1 – Election of LEEAG Executive Board Members**

A. Any advisor of any law enforcement exploring Post which is a member in good standing with the Association is eligible for nomination to the Executive Board. Nominations will be accepted from any advisor.

1. Voting shall be made by secret ballot at the Advisor meeting held during the State Explorer Conference. The ballots shall be counted and reviewed by the Executive Board and immediately announced.
	1. Each candidate shall be allowed an introduction speech, not to exceed three minutes, prior to voting.
2. Members elected to Executive Board Positions may seek unlimited terms.

**Section 4.2 – Election of LEEAG Youth Officer Board Members**

1. Any explorer in good standing may run for election to a position on the Youth Officer Board.
2. The explorer may announce his/her intention to run from office from January 1st, until the last delegates meeting prior to the annual State Conference.
3. Each explorer candidate will turn in a *Political Candidate Registration Form* no later than the close of the last delegates meeting.
	1. These forms will be made available by the State Explorer President, State Explorer Secretary, and/or State Advisor.
4. A delegates meeting will be held on a day prior to Election Day to allow candidates to give their campaign speeches. The State Explorer President will preside over the meeting, setting an equal time frame for each candidate, approximately three (3) minutes.
5. Elections for the Youth Officer Board will be held at the annual State Conference. It will be by secret ballot at a time and place set by the Board of Directors.
6. The State Advisor will have ballots printed with the name of candidates and the office being sought.
7. At the election, the delegates from each post will place their votes in the ballot box. The State Explorer Sergeant-at-Arms will ensure that no one other than the voting delegates enters the room once voting begins and until all ballots are placed in the box.
8. Once voting begins, the State Explorer Sergeant-at-Arms and the State Advisor will transport the ballot box to a designated place where the votes will be counted. A member of the Executive Board will be present to unlock the ballot box, and to observe the counting.
9. In the event the State Explorer President is an incumbent seeking re-election, he/she will not be allowed to count the ballots. If not running for re-election, he/she will preside over the ballot count.
10. The State Explorer Sergeant-at-Arms and State Advisor shall remain with the ballot box throughout the voting process.
11. The results of the election will be announced following the election at the annual State Conference.
12. The newly elected Youth Officer Board members will take the Oath of Office at the closing ceremony. This will begin their term of office.
13. All declared candidates must be at the election. However, this requirement may be waived by the Board of Directors if a candidate is unable to attend due to circumstances beyond his or her control.
14. Write in ballots are not allowed and will not be counted.
15. Any post which attends the State Conference and does not attend the election meeting will forfeit their right to vote and will be so noted by the State Explorer Secretary.
16. In the event of a tie, the six (6) elected Regional Vice Presidents will vote to break the tie. The State Explorer President may vote to break a tie among the regional vice presidents, provided, however, that s/he may not vote to break a tie in the vote for State Explorer President, if s/he is seeking re-election to that office. In that circumstance, the deciding vote shall fall to the otherwise non-voting State Explorer Secretary.
17. A tie-breaking vote shall be taking immediately upon learning of a tie, or as near to that time as is practicable.

**Section 4.3 – Terms of Office**

1. Explorers holding elected and appointed offices on the Youth Officer Board shall hold their respective offices from the close of the annual State Conference until the close of the following, annual State Conference. Except for the Youth President that will hold office for two years.
2. Except for the Executive Director, advisors elected to the Executive Board shall hold their respective offices for a one (1) year term, from the annual State Conference at which they are elected until the following annual State Conference. The Executive Director shall serve a term of two (2) years.
3. Appointments to temporary committees made by the Executive Director or the Executive Board shall serve a term of one (1) year or less, as decided by the Executive Director.
4. All permanent committee advisors shall hold a term of two (2) years, concurrent with the term of the Executive Director.
5. The State Youth Advisor holds their office by the election of the State Explorer President. In the event the State Youth Advisor must leave the LEEAG position, but remains the Post Advisor, then the Regional Advisor representing the region in which the post is located shall take over the duties of State Youth Advisor. If the State Youth Advisor is no longer the Post advisor, the incoming advisor may choose to continue the term. If s/he refuses, The Regional Advisor will assume the term. In either event, the State Explorer President is not affected.

**Standing Order #005**

**Article 5 – Finances**

 **Section 5.1 – Dues**

A. The Association will set a one-time fee of twenty-five dollars ($25.00) to be paid by all law enforcement exploring posts applying for membership into the Association.

1. In the event that an applying post is not accepted into the Association, that post will be refunded their application fee and sent a notice of rejection stating the reason(s) for rejection. Both will be sent within thirty (30) days of any decision to reject membership.

B. The Association will set a flat annual membership fee of fifty dollars ($50.00). This fee will be due during registration of the annual state conference each year. This will be considered the deadline for all Posts registered in the Association.

C. The Association will have set penalties and sanctions for non-payment of dues, as follows:

1. Any post not paid in full by the deadline date will not be allowed to participate in the annual State Explorer Competition. Any fees and/or moneys paid towards the competition may be forfeited.
	1. This penalty may be waived upon payment of a $15.00 late fee and/or by order of the Executive Director.
2. The Association will assess a twenty-five dollar ($25.00) late fee for each thirty day period following the deadline of December 1st.
3. After one hundred eighty days (180) delinquent, the Executive Director, or his/her designee, shall generate and send by United States Mail a registered letter addressed to the head of the affected Post notifying him/her that their post has been placed in inactive status for non-payment of dues.
	1. Any post which does not reply to said letter within fifteen (15) days shall be removed from the Association.
	2. Removal shall prohibit the Post from participation in the annual State Conference.
4. Any post which terminates their membership with the Association will be charged a twenty-five dollar ($25.00) membership fee.
	1. This fee may be waived by the Executive Director for non-issue resignations; i.e.: Post disbands, etc.
5. Any Post may resign in good standing from membership.
6. Posts reapplying for membership with the Association shall be assessed a re-application fee of one hundred twenty five dollars ($125.00).

**Section 5.2 – Special Projects**

The Executive Board may approve special fundraising drives or projects, using the name of the Law Enforcement Exploring Association of Georgia.

**Section 5.3 – Accounts**

The Association will maintain, at minimum, one account within a financial institution for monies received into the Association.

**Section 5.4 – Budgets**

1. It will be the responsibility of the Financial Officer to prepare all budgets, investments, and/or loss and profit reports and submit them to the Executive Board and membership for review and approval.
2. Any request for refund of monies from LEEAG will be made in writing to the Executive Board. The decisions of that board will be final.

**Standing Order #006**

**Article 6 – Committees**

**Section 6.1 – Committees**

The Executive Board may establish temporary or permanent committees as needed to efficiently operate the Association.

**Standing Order #007**

**Article 7 – Conduct and Discipline**

 **Section 7.1 – Conduct**

1. The Board of Trustees, Executive Board, or Board of Directors may set rules of conduct which will govern all members of the Association.

1. The Association realizes that some regulations may be either more or less strict than those regulations imposed by individual posts. However, a standard of conduct is needed for uniform behavior at Association functions and all members of the Association shall adhere to the established Code of Conduct.

**Section 7.2 – Discipline: LEEAG State Officers Empowered**

1. The Board of Trustees, the Executive Board, and the Youth Officers Board, will be empowered to discipline any member who violates the bylaws or standing orders of the Association. The Executive Board may establish, as needed, a disciplinary committee to review and address violations of the Code of Conduct.

1. In the event one or more of the Boards of the Association has evidence that a member or post has violated the rules and regulations, bylaws, and/or standing orders, the Board officers may act in one or more of the following ways:

 a. Verbal reprimand to the accused or their supervisor;

 b. Written reprimand to the Post sponsoring agency;

 c. Ejection from the LEEAG function at which misbehavior occurs;

 d. Suspension from the Association;

 e. Removal from the Association.

1. Advisors of any and all posts in good standing shall have the power, by majority vote, to establish a committee to bring action against the Executive Board in the event the Board violates the bylaws and/or standing orders of the Association.
2. The Youth Voting Delegates shall have the power, by majority vote, to establish a committee to bring action against the Youth Officer Board in the event that the Board violates the bylaws and/or standing orders of the Association.

**Section 7.2 – Impeachment of Elected Adult Advisors**

1. Any member may present in writing a request to the Board of Trustees or Executive Board a request to impeach an elected advisor.
2. A vote will be held at the next scheduled meeting of the Association.
3. The accused advisor has the right to be present and be heard at such meeting before any vote is taken.
4. Each post present at said meeting shall have one (1) vote per post, cast by the lead advisor or his/her designee.
5. A majority vote by the posts present is needed for impeachment.
6. An impeached advisor will have no means of appeal.

**Section 7.3 – Impeachment of Elected Youth Officers**

1. Any member may present in writing a request to the Board of Directors a request to impeach an elected Youth Officer.
2. A majority vote of the delegates presented at the next scheduled LEEAG meeting is needed for the impeachment to pass.
3. An impeached Youth Officer may appeal through the appeals process.

**Section 7.4 – Appeals**

1. If an impeachment against a Youth Officer is brought forward by a member of the Association, the appeal may be heard and voted on by the Board of Directors. A majority vote is needed to pass and stay the impeachment or action.
2. If an impeachment against a Youth Officers is brought forward by the Board of Trustees, Executive Board, or the Youth Officer Board, appeals will be made to the advisors present at the next scheduled LEEAG meeting following the impeachment vote.

**Standing Order #008**

**Article 8 – Parliamentary Procedures**

 **Section 8.1 – Robert’s Rules of Order**

“Robert’s Rules of Order” provide a group guide to democratic action, and can help guarantee orderliness and fair play. Heads of the governing bodies of the Association will use Robert’s Rules of Order, except where otherwise provided in these standing orders, bylaws, or where otherwise required by law.

**Section 8.2 – Bylaws**

The bylaws may be amended at the annual LEEAG state conference. Any proposed change(s) to the bylaws must be proposed by the last meeting before the annual state conference, and must be in writing to the Association, citing the article number(s) and exact rewording of that article(s). All Posts in good standing with the Association shall be given the right to review and vote on the change(s).

1. Whenever a change in the bylaws is proposed, it shall be the responsibility of the Executive Director, or his/her designee, to ensure a copy of the proposal is issued to all Posts in good standing, who are not present at the meeting of the proposal, by either mail or electronic communication.
2. The post receiving the communication will have fourteen (14) days to review, vote in writing, and return the ballot. The ballot will be returned, via registered mail, and the post shall retain a copy of the mailing.
3. After fourteen (14) days and all mailings are accounted for, either by return or exceeding the time limit, the Executive Director will advise the Association of the outcome. The Executive Director may implement the change immediately, or as called for by the change.
4. A two-thirds (2/3) majority is needed for a change(s) to pass.
5. The Standing Orders or bylaws of the Association may also be amended at the state conference by a majority vote of the advisor delegates (one per post) representing the posts in good standing present at the conference.

**Standing Order #009**

**Article 9 – Standing Orders**

 **Section 9.1 – Resolution**

In addition to the bylaws and Rules of Order, nearly every association occasionally adopts resolutions of a permanent nature which are binding on the association until they are rescinded or modified. In this Association, these are called Standing Orders and can be adopted by a majority vote at any LEEAG state meeting. A majority vote will be from the entire Association under the following procedures:

1. Any change(s) to the Standing Rules will be submitted in writing to the Executive Board, who will present the change(s) to the Association under Robert’s Rules or Order. The advisors present for the meeting at which the proposal is made will vote on said proposal.
2. The vote may be conducted by roll call, show of hands, or secret ballot, and will be recorded in the minutes of the meeting.
3. The Executive Director will send a copy of the proposed change to any Post in good standing with the Association not present for the vote. Such notification may be made via registered mail or electronic communication.
4. In order to vote, the absentee Post advisor must return a vote by registered mail within fourteen (14) days of receipt.
5. Upon all votes being accounted for, either by receipt or exceeding the time limit, the Executive Director shall announce the proposal as passed or rejected. S/he may implement any successfully passed changes immediately.
6. A two-thirds (2/3) majority will be needed in order to pass any change to the standing orders.
7. In the event of a tie vote, the vote will be broken by a vote of the Executive Board.
	1. In the event of a tie vote by both the Advisors and the Executive Board, the vote will be broken by a vote of the Board of Trustees.
	2. In the event of a tie vote by each of the three above entities, the decision shall fall to the Executive Director.

**Standing Order #010**

**Article 10 – Bylaws**

 **Section 10.1 – Defined**

In addition to standing orders, the bylaws are the articles that define each of the standing orders, regulations, ordinances, rules, or laws adopted by an association for its internal governance. Bylaws define the rights and obligations of various offices, persons, or groups within the association, and provide rules for routine matters, such as calling meetings.

**Section 10.2 – Bylaw Changes**

Bylaws may only be amended following the procedures detailed in Standing Order 008, Article 8, Section 8.2.

**Standing Order #011**

**Article 11 – Certification with Learning for Life**

The Law Enforcement Exploring Association of Georgia will make application for certification with the National Learning for Life Law Enforcement Exploring Office, and keep such certification current. In keeping with certification, the Association shall:

A. Comply with all current and future Learning for Life / Law Enforcement Exploring policies and procedures

B. Coordinate with appropriate Learning for Life offices when any event or activity sponsored by the Association involves multiple Learning for Life jurisdictions.

**Appendix I**

**Oath of Office for Youth Officer Board Member-elects:**

I, (state your name), as a law enforcement Explorer, do hereby swear to uphold the by-laws and ethics of the Law Enforcement Explorer Association of Georgia. I will exemplify character and leadership not only in my post, but also in the communities that I represent. I dedicate myself fully to the law enforcement community, and commit myself wholly to achieving the mission of exploring.

Drafted by: Ike Wilcox

 GBI post 838

 2004-2005 Vice President of Central Region

**Appendix II**

**Organizational Chart**

**Appendix III**

**Board Members, 2012**

 **Board of Trustees:**

Chairman: Terri Osborne Captain Alpharetta Police Department

Registered Agent: David Snively Officer Brookhaven Police Department

Trustees: Donnie Boleman Chief Royston Police Department

Amanda Clay Officer Alpharetta Police Department

 **Executive Board**

Executive Director: William Furman Sergeant Dunwoody Police Department

 Assistant

 Executive Director: Chris Leake Sergeant Pickens County Sheriff’s Office

 Executive Secretary: Amanda Clay Officer Alpharetta Police Department

 Financial Officer: David Snively Officer Brookhaven Police Department

 State Youth Advisor: Alvin Rodriguez Officer Dunwoody Police Department

 Region 1 Advisor: Donnie Boleman Chief Royston Police Department

 Region 2 Advisor: Chris Barger DFC Forsyth County Sheriff’s Office

 Region 3 Advisor: Jonathan Hickle Officer Alpharetta Police Department

 Region 4 Advisor: Chris Flowers Officer Smyrna Police Department

 Region 5 Advisor: Terri Osborne Captain Alpharetta Police Department

 Region 6 Advisor:

 At-Large Advisor: Vacant

 **Youth Officer Board**

 Explorer President: Jalil Allah

 Region 1 VP: Chris Sams

 Region 2 VP: Mady Hoffbauer

Region 3 VP: Hailey Barrett

Region 4 VP: Richard Carr

Region 5 VP:

Region 6 VP:

Chaplain: Brox Labus

Secretary:

Sergeant-at-Arms:

Historian:

**Appendix IV**

**Code of Conduct**

This code of conduct applies to all Explorers and Advisors.

The Post leadership (Explorer Advisors and youth leadership) will be responsible for maintaining discipline and security at all times. Advisors and Explorers will be guided by their department's SOP and will obey all local and state laws.

Explorers will set a good example by keeping themselves neatly dressed and presentable. Wearing of clothing identifying your Post is encouraged.

The purchase, possession and consumption of alcoholic beverages or illegal drugs by youth or adult participants is not permitted.

Gambling in any form is not permitted.

Possession of firearms or any device that fires any type of projectile, including but not limited to airsoft, bb, paintball, (this is not to exclude items used for competition and are supplied by the host) or fireworks is prohibited by Explorers and Advisors.

Explorers and Advisors will demonstrate respect for GPSTC property and be personally responsible for cleanliness and any loss, breakage, or theft of property.

Neither GPSTC nor LEEAG will be responsible for the loss, breakage or theft of personal items.

Food and beverages are not permitted in the classrooms. Smoking is prohibited inside the facilities; tobacco chewing is regarded as an outside activity. Smoking by persons under the legal age will not be tolerated.

Explorers will at all time show respect to all advisors, instructors, and event staff.

Explorers staying at local hotels will show proper respect for hotel property and personnel, and rules. Explorers and advisors are responsible for any damage to hotels. Hotel curfew is 23:00 unless otherwise approved by post advisors.

All medical issues need to be reported to the Explorers’ advisor and then reported to a LEEAG staff member

The Georgia Public Safety Training Center employs the use of inmate labor in the dining area during meals. Inmates will not be used to clean rooms during the weekend. Explorers will not have any contact or carry on any conversation with any inmate. At no time will an Explorer be unsupervised with an Inmate. Any inmate who attempts to make contact with an Explorer should be immediately reported to GPSTC Staff, Conference Staff, or Department of Corrections officer.

Violations of this code are subject to be brought before the LEEAG Discipline Board. The Board's decision on all matters will be final and there will be no appeal.

For value received, I hereby consent to the use of my (or his/her) name, voice and/or pictures by the Law Enforcement Explorer Association of Georgia, and/or any movie, news, or broadcasting companies or their licensees for broadcasting, direct exhibition, and subsidiary purposes. Such uses will not be made which would constitute a direct endorsement by said Explorer of any product or service. I hereby agree to indemnify Law Enforcement Explorer Association of Georgia and my local Learning for Life office, officers, employees, agents, or their representatives, and any other person working under the director or engaged in the conduct of their affairs, said movie or broadcasting companies and their licensees representing any claim arising out of my or said Explorer's acts or statements. I have read the Code of Conduct and agree to the rules and regulations therein.

This Code of Conduct is subject to amendment at any time by the LEEAG Executive Board. All Explorers must be aware that their Advisors may put further restrictions on their behavior and/or activities at any time during the conference. Such restrictions will be adhered to as if incorporated into
this Code of Conduct.

**(SIGNATURE)**

(SIGNATURE OF PARENT OR GUARDIAN IF UNDER 18)

**Appendix V**

**Covenant Not to Sue**

STATE OF GEORGIA, COUNTY OF MONROE

**COVENANT NOT TO SUE**

For the consideration of my participation in the Law Enforcement Explorer Association of
GA (LEEAG) State Explorer Conference, I,

(PRINT YOUR NAME HERE)

enter into the following covenant:
I do hereby agree not to sue the State of Georgia, the Georgia Peace Officers Standards and
Training Council, the Georgia Public Safety Training Center, the Law Enforcement Explorer
Association of Georgia, sponsoring and member agencies and posts of the Law Enforcement
Explorer Association of Georgia, Learning For Life, or any of their respective advisory
boards, agents, employees, or assignees, for any reason arising from my participation in this
event.

This Covenant Not To Sue shall be binding upon myself, my heirs, the administrator or
executor of my estate or upon any other acting on behalf of myself or my estate. It is
expressly understood that this covenant is entered into for the purpose of avoiding litigation
and is a prerequisite to my participation in this event. This Covenant Not To Sue may be
placed as a defense to any action or proceeding which may be brought, instituted, or taken by
me, my heirs, the executor or administrator of my estate, and any others acting on my behalf.

I expressly assume the risk and responsibility, including, but not limited to, the financial
responsibility, for any injury that I may receive while participating in this event. This
Covenant Not To Sue shall cover, but not be limited to, acts of negligence, either by
commission or omission, of any type, kind or nature.

I hereby state that I am under no disability to contract and have read and understood this
Covenant Not To Sue and have entered into it voluntarily.

This Covenant Not To Sue shall remain in effect during the inclusion dates of this event, but
may be canceled by written notice, properly directed to and received by the Director of the
Georgia Public Safety Training Center and the Executive Director of the Law Enforcement
Explorer Association of Georgia.

This Covenant Not To Sue is made and entered into this the day of ,
2014.

**(SIGNATURE)**

(SIGNATURE OF PARENT OR GUARDIAN IF UNDER 18)

**Appendix VI**

**State Officer Nomination Form**

**Law Enforcement Explorer Association of Georgia**

**State Officer Nomination Form**

Name:

Post #:

Agency:

Region:

Position:

The 2015 elected positions available are:

Youth President

Regional Vice Presidents (One for each region)

Chaplin

**Appendix VII**

**Board of Trustees, Official Notice of Proxy**

**Appendix VIII**

**Official Association Letterhead**