



# San Diego County Training Managers Association Bylaws



(Adopted January 15, 2004)  
Amended: 5/16/2024

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## ARTICLE 1 - GENERAL

### Section 1: Association Name

The name of the Association shall be the *SAN DIEGO COUNTY LAW ENFORCEMENT TRAINING MANAGERS ASSOCIATION*, hereafter referred to as the "Association."

### Section 2: Membership

Membership in the Association shall be open to all Law Enforcement Agencies, Training Presenters and Colleges dedicated to enhancing professional law enforcement through training.

### Section 3: Officers of the Board of Directors

The officers of the Board of Directors shall be: President, Vice President, Secretary, Treasurer, and Communications.

### Section 4: Use of Association Logo and Letterhead

No Regular, Associate or Corporate Member shall use the Association logo or letterhead for any purpose without the express written permission of the Board of Directors.

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## ARTICLE 2 – OBJECTIVES AND LIMITATIONS

### Section 1: Objectives

- (a) To host an annual training needs assessment with representatives from Peace Officer Standards & Training (P.O.S.T).
- (b) To encourage cooperation between agencies and associations who are dedicated to professional law enforcement training.
- (c) To improve professional police training through the exchange of training materials, ideas, knowledge, and techniques.
- (d) To collect, collate, coordinate, and distribute data, information, ideas, knowledge, methods, and techniques, by any suitable means, with the intent to promote efficient, effective, quality training.
- (e) To provide input on legislation considered to be of benefit or detriment to law enforcement training.

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- (f) To provide coordination in the development of programs that may be eligible for state and federal government financial support or private foundation endowment.
- (g) To conduct such other related activities as may be necessary, desirable or incidental to the furtherance of the above objectives.

## **Section 2: Limitations**

- (a) Agency rank structure does not exist within the Association
  - (b) Association membership does not alter a member's primary responsibilities, duties or obligations to their respective organization or agency.
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## **ARTICLE 3 – CLASSIFICATION OF MEMBERSHIP**

### **Section 1: Regular Members**

The regular members shall be all participating law enforcement agencies employing peace officers as defined by Penal Code §830.1, 830.2, 830.3, 830.4 and 830.5. This includes all other county, state and federal law enforcement agencies.

### **Section 2: Associate Members**

Associate Members may include professional law enforcement training providers/presenters whose primary business is the furtherance of law enforcement skills, e.g., Police Academies, College, College Academic programs, and Foundation Departments. Associate Members must complete a membership application that is subject to verification. The Board of Directors shall review and either approve or deny application for membership if, in their opinion, the goals of the individual or entity are not withstanding the goal of advancement in law enforcement training.

### **Section 3: Corporate Members**

Corporate Members shall include suppliers of police related equipment and services that advance law enforcement training and instructional development. Corporate Members are entitled to attend all Association meetings and have access to the Association website and mailing list. Corporate Members will be allowed one (1) 30-minute presentation at Association meetings per calendar year to demonstrate their products, services and/or training courses. Corporate Members must arrange said presentation in advance with any Board Member. The presentation cannot be in direct conflict with the goals and objectives of the Association.

### **Section 4: Annual Dues**

- (a) Regular Members - \$50.00 for every participating agency
- (b) Associate Members - \$60.00 for every participating agency/organization

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(c) Corporate Members - \$100.00 for every participating organization

Dues are charged per calendar year for any portion of the year in which the member participates in the Association.

Members employing an Officer of the Board who is duly elected will have their dues waived for the term served. Officers appointed for partial terms will have their dues waived only if appointed before annual dues are to be paid. Annual dues will not be prorated and refunded if a member is appointed midyear.

## **Section 5: Delinquencies**

Payment and tracking of membership dues is the responsibility of the Association Treasurer. Invoices are mailed by the Treasurer to each participating agency or organization during the month of January. Any agency, corporation, or organization delinquent beyond three months from the date of invoice will be removed from the Association Roster and all electronic distribution lists. If necessary, the Board of Directors may direct the President to send a letter to the agency head advising the change in status with the Association.

## **Section 6: Duties of Members**

It is the responsibility of all members to notify the Treasurer of any change in membership roster information. Members are encouraged to recruit new members to join the Association to enhance networking and resource sharing.

Potential members may join at any time and will be invoiced on a case-by-case basis. Once payment is received and the membership approved by the Board of Directors, new members will be included in the Association Roster, electronic distribution lists and enjoy access to all benefits afforded to the Association membership.

## **Section 7: Removal, Suspension or Censure of Members**

Member agencies and/or representatives may be removed, suspended or censured, upon showing just cause, by a two-thirds vote of the regular membership.

## **Section 8: Reinstatement of Membership Status**

- (a) A former member may be reinstated into the Association, providing, however, that he or she meets the qualifications for full membership as defined by these By-laws. Such reinstatement requests must be in written form and presented to the Board for consideration and approval.
- (b) Such reinstatement is contingent upon the fact that the member is not indebted to the Association for any past dues or other charges.
- (c) The Board of Directors reserves the right to review all reinstatements and to dictate limitations of reinstatement in the best interest of the Association.

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## **ARTICLE 4 – DUTIES OF ASSOCIATION OFFICERS**

### **Section 1: Past President**

The immediate Past President shall act as an advisor and provide support to the new President.

### **Section 2: President**

- (a) The President shall preside over all regular and special meetings of the Association.
- (b) The President shall have general supervision and control of all officers and operations of the Association and shall discharge such other duties as may be required by the By-laws.
- (c) The President shall execute all conveyances and other instruments that are approved by the Association.
- (d) The President shall appoint the chair of all sub-committees as may, in his/her opinion, be necessary.
- (e) The President shall fill any vacancy in any elected office by appointment for the duration of the un-expired term.
- (f) The President shall be an ex-officio member of all sub-committees and shall have authority to make personnel changes therein when, in his/her opinion, it is in the best interest of the Association.
- (g) The President will organize the annual training needs assessment as necessary.

### **Section 3: Vice President**

- (a) The Vice President shall preside over all regular and special meetings of the Association in the absence of the President.
- (b) The Vice President shall be responsible for the orientation of all new representatives of member agencies.
- (c) The Vice President shall assume the position of President in the event the President is unable to continue his/her duties in the position, for the duration of the unexpired term.
- (d) The Vice President shall, directly or by delegation, maintain the relevance and accuracy of information displayed on the Association's official Internet website.
- (e) The Vice President shall coordinate guest speakers for all regular meetings of the Association.
- (f) The Vice President shall perform other such duties as deemed appropriate by the President.

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## Section 4: Secretary

- (a) The Secretary shall maintain all Association records (minutes, attendance, & agenda) and transfer those records to his/her successor.
- (b) The Secretary shall keep a minute record of all regular and special meetings of the Association. The minutes will include a roster of members present and shall be forwarded to representatives of all member agencies within 15 calendar days.
- (c) The Secretary shall maintain these By-laws and provide a current copy to all member agencies.
- (d) The Secretary shall provide notice of regular meetings to all representatives of member agencies and/or organizations at least seven working days prior to each meeting.
- (e) In the event a roll-call vote is requested, the Secretary shall call the roll and record the vote.
- (f) The Secretary shall keep a yearly record of attendance.
- (g) The Secretary shall keep Association minutes, attendance, & agendas indefinitely in accordance with 501(c)(3) Publication 4221-PF guidelines. All other non-tax records may be destroyed via confidential shredding "three years after the date the return is due or filed, whichever is later" (IRS Pub 4221-PF pg 17).

## Section 5: Treasurer

- (a) The Treasurer shall be responsible for collecting yearly dues and provide the Association with a monthly update of funds available.
- (b) The Treasurer shall maintain a current roster of representatives of all member agencies and provide a copy to any member agency upon request.
- (c) The Treasurer shall maintain all Association records in accordance with 501(c)(3) Publication 4221-PF guidelines and transfer those records to his/her successor.
- (d) The Treasurer shall provide all documents for an annual review.

## Section 6: Communications

- (a) The Communications chair shall be responsible for maintaining and updating the Association's website.
- (b) The Communications chair will manage the Association's email forwarding service.
- (c) The Communications chair will publish on the Association's meeting minutes and meeting agendas.

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## ARTICLE 5 – ELECTION OF OFFICERS

### Section 1: Eligibility for Office – Board of Directors

All Regular Members defined in Article 3, Section 1, shall be eligible to hold office. If an

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Associate Member is nominated, a special vote by the Board shall be conducted to approve the nomination.

## **Section 2: Origination**

- (a) Officers of the Association shall be elected from the membership.
- (b) Officers shall be known as Directors and shall constitute the Board of Directors.
- (c) The same person may not hold two offices at the same time.
- (d) All members shall share equal privilege to hold office, if elected.

## **Section 3: Number and Term**

- (a) There shall be five officers on the Board of Directors – President, Vice President, Secretary, Treasurer, and Communications Chair.
- (b) Directors shall serve for a term of two (2) years – President and Treasurer shall serve January of even year through December of odd year. Election for new President, Treasurer, and Communications Chair will be conducted in November of odd year. Vice President and Secretary shall serve January of odd year through December of even year. Election for new Vice President and Secretary will be conducted in November of even year.
- (c) There shall be no limit to the number of consecutive terms for any office.
- (d) Election of Directors shall be held only for those officers whose terms are expiring.
- (e) In the case of a tie, a run-off election shall be conducted to determine the final selection.

## **Section 4: Nomination of Officers**

- (a) Only active dues paying Regular and Associate Members are eligible to submit a nomination, be nominated for a Board position, or possess voting rights during elections.
- (b) Placing the name of the nominee on the Nomination Form shall make a valid nomination. The nominee's name shall be followed by the name of the member making the nomination and his/her agency affiliation.
- (c) If there is more than one representative from a dues paying member (agency), the additional member(s) must have been present at, and an active participant in, the Association for more than 50% of the current calendar year's meetings in order to participate in the election of board members.
- (d) Nominations must be submitted to the Association Secretary by U.S. Mail, fax, or email, no earlier than September 1st and no later than November 1st of each year.
- (e) The Secretary shall complete an election notice during the first week of November. This notice will include a list of nominated members running for elected positions and an election ballot mailed to all members for their vote.

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- (f) In order for a nominee's name to appear on the ballot, the nominee must have filed written acceptance of the nomination with the Association Secretary.
- (g) All nominees and those making the nominations, as well as those elected will be identified and documented in the January Association Meeting Minutes.

### **Section 5: Election of Officers**

- (a) Elections shall be held during the November Meeting.
- (b) All completed election ballots must be delivered to the Association Secretary no later than 5:00 p.m. two days prior to the November meeting, or other date specified by the Secretary. This may be accomplished electronically (E-mail), via facsimile or United States mail.
- (c) The Secretary shall record the votes and notify the Board of Directors of the election outcome. The count will be monitored and verified by the POST Area Consultant (a non-voting member) during the November Meeting. If the POST Consultant is unavailable, the immediate Past President will fulfill this function.
- (d) The Secretary shall announce and read the official outcome of the election at the November Meeting. The election results will be included in the November Meeting Minutes.
- (e) The Association Secretary shall retain all voting records for a period of one year following each election.
- (f) Should an officer resign his or her post prior to the next election, the remaining Board members may either appoint an interim director or solicit a volunteer from the membership for the remainder of the term.

### **Section 6: Removal from Office**

- (a) Officers may be removed by a two-thirds vote of the membership, provided that the officer being removed shall be given written notice of the cause of action at least ten days prior to the vote.
- (b) The Officer may submit a written letter of appeal to be considered by the membership prior to the vote. The appeal should be addressed to the President who will share it with the membership.
- (c) In the event the President is removed, he/she shall not be eligible for the office of Immediate Past President.
- (d) There is no appeal process if the President is removed from office.

### **Section 7: Vacancies**

- (a) The Vice President shall assume the position of President in the event the President is unable to continue his/her duties in the position, for the duration of the unexpired term.
- (b) The President may fill, by appointment, for the unexpired term the offices of Vice President, Secretary, Treasurer, and Communications Chair.

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## **Section 8: Absence from Meetings**

Any Director who, for reasons other than illness or departmental duties, fails to attend three successive regular association meetings will be disqualified and removed from office. Vacancies will be filled as defined above in Article 5, Section 7 (a) and (b).

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## **Article 6 – VOTING**

### **Section 1: Quorum**

A quorum for voting shall be a minimum of 50% of the Association's member agencies either in person or by proxy.

### **Section 2: Eligibility to Vote**

Each member agency shall be entitled to one vote on issues before the Association.

### **Section 3: Voting Procedure**

A vote may be taken verbally, or by a show of hands, or by written ballot, to be determined by the President. When two or more members request a roll call vote, the Secretary shall call the roll and record the vote. Unless otherwise stated, an issue is deemed passed when it receives a simple majority of votes cast.

### **Section 4: Secret ballots**

A secret ballot may be taken on any issue when requested by a majority of the regular members present.

The President shall appoint three members, including the Secretary, to count the votes in a secret ballot. The Secretary shall not be appointed if he/she is personally involved in the issue being voted upon.

### **Section 5: Absentee and Proxy Voting**

Absentee and proxy voting are permitted.

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## **Article 7 - MEETINGS**

### **Section 1: Regular Monthly Meetings**

The regular meetings of the Association shall be the third Thursday of odd calendar months. They are designed to provide a forum where information on training issues and concerns may be shared with training managers, coordinators and organizations. The President may change the meeting date, as necessary, to include field trips to evaluate various facilities and organizations that may assist with law enforcement training and education.



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## **Section 2: Annual Meeting**

The Annual Meeting shall consist of a Regional Training Needs Assessment, as necessary, to discuss, analyze and strategically plan for law enforcement training issues specific to the San Diego Region. This meeting may occur at any time during the year depending on funding and availability of staff and membership.

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## **Article 8 – BYLAWS AMENDMENTS**

### **Section 1: Method**

These By-laws may be amended by a two-thirds vote of Regular and Associate members provided that 30 days written notice is provided to all members describing the amendment and its intended impact.

### **Section 2: Effective Date**

Unless otherwise stated in the amendment, the amendment shall become effective immediately upon passage at the Association meeting. The amended date will be placed on the heading of the latest edition of the By-laws document.

**End of Document**