

**ARTICLES OF AGREEMENT AND BY-LAWS**  
**of the**  
**MASSACHUSETTS ASSOCIATION OF CAMPUS**  
**LAW ENFORCEMENT ADMINISTRATORS**

**Organized 1978**

ARTICLES OF AGREEMENT OF ASSOCIATION  
AS AMENDED

The purpose of the Association is to promote the common interest in the administration of professional-law enforcement and public safety programs, which also includes but is not limited to the operation and development of life safety and property protection programs on campuses of educational institutions, medical facilities, and other public and private public safety and security agencies (hereinafter referred to as “member institutions”), as a non-profit organization.

The Association also promotes professional best practices and standards, recruitment and training of qualified persons, encourages the exchange of information and experiences among members and state-wide partners so as to better serve the educational objectives of its member institutions.

The Association legislates in scheduled meetings, through bylaws or by resolution upon any subject of general concern to the members. Regular meetings of the Association shall be held at such times and places as may be decided upon by the Executive Board. In no event will there be less than five (5) meetings per year. All meetings except for the annual May meeting, could, at the discretion of the Executive board be in hybrid or virtual form which allows for in person meetings with an online platform to support members who are unable to attend in person.

The Association will make efforts to conduct meetings in different regions of Massachusetts when possible, for the discussion of matters of common concern and to enhance professional knowledge and skills of its members.

# **MISSION STATEMENT**

The Massachusetts Association of Campus Law Enforcement and Public Safety Administrators serves to promote the common interest in the Administration of Law Enforcement and Public Safety Programs on Colleges and University Campuses, and educational institutions, medical facilities, and other public and private public safety and security agencies through the advancement of training initiatives and recognition of exceptional efforts made by members of the community.

## **ARTICLE I**

**NAME.** The name of this organization shall be the “Massachusetts Association of Campus Law Enforcement Administrators,” hereinafter referred to as the “Association.”

**EMBLEM.** The official emblem of this Association is of circular design and blue, gold, and white in color, with the word "Massachusetts" on the top half of the circle in white with a blue background, the letters "MACLEA" across the center in white with a blue background, the word "Campus Law Enforcement Administrators" in white on the lower half of the circle, the silhouette of the Commonwealth under the letters "MACLEA" in blue with a gold background and the silhouette of the scales of justice on the left side and an educational book on the right side in blue with a gold background above the letters “MACLEA” There are also single gold stars with a blue background on both sides of the letters “MACLEA”

### **ACTIVE MEMBERSHIP.**

#### **Section 1. ELIGIBILITY**

##### **a. PRIMARY MEMBERSHIP**

Primary membership is available to the Chief Executive officer of any proprietary law enforcement, public safety, or security agency of any educational or medical institution in Massachusetts.

Primary members, who are eligible, can serve as one of the elected officers of the Association, vote on matters before the Association and can also serve as chairperson and/or committee member of all Association committees instituted by the Association.

##### **b. ASSOCIATE MEMBERSHIP**

Associate membership is available to command staff member subordinate administrators of an agency nomination by the primary member of the Association.

Associate members are eligible to vote on matters before the Association and to serve as chairperson and/or committee member of all Association committees instituted by the Association.

Associate members are eligible to serve as elected officials of the Association with the approval of the Primary member of their institution.

**c. AFFILIATE MEMBERSHIP**

Affiliate membership in the Association is available to any law enforcement, public safety, or security administrator, not otherwise entitled to primary or associate membership. Affiliate membership also extends to representatives of agencies located outside of Massachusetts. Affiliate membership includes Sergeants, Police Officers, or non-sworn personnel who are nominated by the agency's primary member of the Association.

Affiliate members have no voting rights within the Association, except those members previously granted voting rights prior to February 5, 2002. Affiliate members may serve as members of any committee instituted by the Association.

**d. SUPPORTING MEMBERSHIP**

A supporting member is one who by reason of vocational, professional, or business interest, shares in the concerns and objectives of the Association and desires to demonstrate such support by membership. Such supporting members may include members of any federal, state or local police agency or faculty members or instructors in Law Enforcement, Police Administration, Criminal Justice or similar academic programs.

Such supporting members will be non-voting members of the Association. Supporting members may serve as members of any committee instituted by the Association.

**e. HONORARY MEMBERSHIP**

Retired members of the Association are automatically entitled to honorary membership in the Association. Other proposed honorary members may be nominated by any Association member and confirmed through the legislative action of a simple majority of the members present at a regular business meeting.

Honorary members are eligible to vote on Association matters. Such members may serve on any committee(s) instituted by the Association.

**Section 2. ANNUAL DUES**

**INSTITUTIONAL DUES**

The Institutional Dues will be comprised of 1 Primary member and up to 3 Associate *or* Affiliate members. Institutions may include more than 3 members at an additional cost of \$ 50.00 per person.

The fiscal year of the Association shall be from July 1<sup>st</sup> to June 30<sup>th</sup>. Annual dues shall be due and payable on July 1<sup>st</sup> of each year.

Institutions with population Under 10,000	\$ 225.00
Institutions with population OVER 10,000	\$ 250.00
Supporting Memberships	\$ 275.00
Honorary/ Retired Members	\$ 0.00

**ARTICLE II**

**MEMBERSHIP APPLICATIONS:**

- (a) All applications for membership, active or otherwise, shall be considered by the Membership Committee or in their absence, the Executive Board at its next regular meeting following receipt of the application, voted upon by a majority of its members present at the next regular meeting of the Committee and referred to the Association for action, by majority vote of the members present, at its next scheduled meeting.

The Membership Committee shall prepare the applicable membership forms for the various membership classifications, as may from time to time be changed, subject to the approval of the Executive Board of Directors. Criteria for membership shall be established by the Membership Committee including that the person is in good standing in the community and of good moral character.

The Membership Committee shall have the authority to refer the application back to the sponsors if the same is incomplete, for more definite response or for additional information.

The Membership Committee shall have the authority to interview all nominees for Honorary Membership or Supporting Membership.

- (b) Recognizing that the office of Chief of Police, Acting Chief, Director of Public Safety or Security or similar position involves the need for public confidence, trust and unquestioned integrity, it is recognized that a procedure of internal discipline is required.

Accordingly, any member of the Association engaging in conduct unbecoming a member of this Association, being removed from POST certification, or in contravention of the public trust imposed on such member they may be disciplined, after review, by the Executive Board. The Membership Committee, upon receipt of charges against a member of the Association, shall fully investigate said charges as much as they are able within the law and without involvement in an ongoing criminal or internal investigation and shall notify the member charged and shall hold a hearing before the Executive Board, in Executive Session, upon the charges made. All parties shall have the right to be represented by a person of their choosing, to present evidence, to confront and cross-examine witnesses.

After due deliberation, the Executive Board shall determine, by majority vote, if the member charged has violated the public trust and confidence by engaging in the conduct or action charged and shall so notify the member of its decision and the disciplinary action assessed. Such disciplinary action may include revocation of membership in the Association. Any member aggrieved by a decision of the Executive Board shall have the right to appeal that decision to the Members at their next scheduled meeting and the Members shall either accept or reject the decision of the Executive Board by majority vote. On any other matter directly affecting an Active member, no action shall be taken until such member has an opportunity to be heard.

### **ARTICLE III**

#### **ELECTED OFFICERS.**

##### **Section 1. OFFICERS**

The officers of the Association shall consist of a President, Vice President, a Secretary and a Treasurer. The term of all officers shall be two years and shall run from the date of the May Meeting. The immediate past President will sit on the E-Board for a minimum of the first 6 months of the new President Election to assist in the transition.

Officers whose terms have expired shall be elected by a majority vote of the voting members present at the May business meeting of the Association. All officers must be primary or associate members in good standing and have been members of the Association for at least one year.

**Section 2. DUTIES OF OFFICERS**

**a. PRESIDENT**

1. Powers and Duties:

- a. Shall be the chief executive officer of the Association.
- b. Shall be a member of and chairperson of the Executive Board of Directors.
- c. Shall preside at the meetings of the Association and at all meetings of the Executive Board of Directors.
- d. Shall have the authority to appoint all committees of the Association and shall serve as an ex officio member of each committee so appointed.
- e. Shall appoint replacements for the offices vacated prior to the expiration of the elected term, such replacements to complete the unexpired term of that office.

**b. VICE PRESIDENT**

1. Powers and Duties:

- a. Shall occupy the office and assume the function of President in the absence of the President.
- b. Shall be a member of the Executive Board of Directors.
- c. Shall serve as the Membership Committee Chair.

**c. SECRETARY**

1. Duties and Responsibilities:

- a. Shall give notice of all meetings of the Association and of the Executive Board of Directors.
- b. Shall keep a record of minutes of such meetings.

- c. Shall be responsible for the records of the Association and for conducting correspondence of the Association under the direction of the President.
- d. Shall be a member of the Executive Board of Directors.

**d. TREASURER**

1. Duties and Responsibilities:

- a. Shall collect all dues and other monies owed to the Association.
- b. Shall dispense all funds for expenditures incurred as a result of programs and activities duly authorized by the Association.
- c. Shall be a member of the Executive Board of Directors.
- d. Shall ensure compliance with applicable tax and finance regulations relative to the Association's tax exempt and non-profit status

**Section 4. EXECUTIVE BOARD OF DIRECTORS**

**a. COMPOSITION**

- i. The Executive Board of Directors shall consist of a President, Vice President, Secretary, Treasurer, and the immediate past President who shall serve on the Executive Board for a minimum of 6 months after the President Election.
- ii. The day-to-day business of the Association shall be carried on by the President, assisted and counseled by the Executive Board of Directors.

**b. POWERS AND DUTIES:**

- i. Shall rule on questions of policy which arise between meetings.
- ii. May authorize the President and Treasurer to make emergency expenditures between business meetings of the Association.
- iii. By a unanimous vote, may remove an officer from his office for cause.



## **Section 5. ELECTIONS**

No later than February 1st of each election year, the President shall appoint a Nominating Committee of three (3) members, whose duty it shall be to recruit nominations for the various offices to be voted on at the following May meeting. The E-Board shall make notice to all members of the upcoming election and announce the Nominating Committee and the Chair's contact information in writing through an electronic email system no later than February 5th of the election year.

Those seeking nominations may indicate their intent to do so in preparation for the May Meeting by declaring in writing to the Chair of the Nominating Committee, their intent to run for the specified office no later than March 30th of the election year. The announcement of Nominees will be made in writing to all members through an electronic email system no later than April 15th of the election year.

Each primary and associate member shall have one vote to cast for each officer to be elected. Candidates receiving the highest number of votes for each office shall be declared elected. In the event of a tie vote, run-off elections will be held. The election votes shall be made in person at the May meeting. The Nominating Committee shall have a table for members to cast their confidential paper ballots prior to the start of the meeting. The Nominating Committee shall count the ballots and report the results at the meeting under New Business.

The Executive Board of Directors shall have the control of the management of the Association including the ways and means for carrying out the objectives of the Association. The actions of the Executive Board of Directors shall be subject at all times to the wishes of the members present at any regular meeting.

## **ARTICLE IV**

### **PERSONAL LIABILITY.**

No member, officer, or Director of this association shall be personally liable for the debts or obligations of this association of any nature whatsoever, nor shall any of the property of the members or officers, be subject to the payment of the debts or obligations of this association.

## **ARTICLE V**

**MEETINGS.** Regular meetings of the Association shall be held at such times and places as may be decided upon by the Executive Board of Directors. In no event will there be less than 5 Business meetings per year. The location of such meetings, if not specified by the Executive Board of Directors, may be determined by the President. In the event of inclement weather, the President may cancel or postpone the meeting. The President, with approval of a majority of the Executive Board of Directors (which may be secured without a meeting), may cancel meetings, provided notification is made to the general membership at least ten 10 days in advance when practicable.

Special meetings may be called at the option of the President. The President shall, when requested by fifteen (15) or more members, call special meetings provided that the requests state the business to be acted on.

At any regular or special meeting, twelve (12) members shall constitute a quorum for the transaction of business.

Executive session meetings shall be confined to the business at hand.

Voting at meetings shall be limited to Primary, Associate, and Honorary members present. Proxy voting is not allowed for Executive Board of Directors Elections, but may at times be used through an electronic data capturing system in the event there is not a quorum at regular or special meetings of the general membership or the Executive Board of Directors.

The Pledge of Allegiance shall be recited at the start of each meeting and led by the President or his/her designee. The host agency may invite a chaplain of any religious denomination to give the invocation.

## **ARTICLE VI**

**OFFICERS' DUTIES.** The President shall preside at all meetings of the Association, preserve order and decorum, decide all questions of order, subject to the body and shall have a vote on all questions.

The Vice President shall be the Acting President in the absence of the President. The Vice President shall be the President if a permanent vacancy occurs by the death or resignation of the President. The office holders shall move up in the order of ascendancy to President if a permanent vacancy occurs in any of the other Officer positions.

## **ARTICLE VII**

### **FINANCES: SECTION 1. FUNDS OF THE ASSOCIATION**

All income from membership dues or other sources shall be available to pay the expenses of the Association as provided for in these bylaws. The Association is not organized for profit or organized to engage in any activity ordinarily carried on for profit. No Association funds shall inure to the benefit of any private individual. Funds above the ordinary operation expenses of the Association may be placed in an interest bearing account.

## **Section 2. ANNUAL MACLEA SCHOLARSHIP AND MACLEA AWARDS AND RECOGNITION**

The scholarship award will be comprised of two (2) individual \$500.00 awards to be issued separately at the Annual MACLEA Scholarship, Awards & Recognition Ceremony. Application will be open to family members of active MACLEA members (as determined by the sitting Executive Board of Directors at the time of the application).

For each MACLEA Award, there will be only one event, one incident, or person that will receive the award, a nomination that names several individuals for the same incident; if selected, they would all receive an Award for that action during the incident.

The funds will be provided from the Association standard finances and may be supported through future fund-raising initiatives at the discretion of the Executive Board of Directors.

**Section 3. AUDITS.** The Executive Board of Directors shall provide for all fiscal arrangements and an annual audit of all Association funds.

## **ARTICLE VII I**

**COMMITTEES.** Within Thirty (30) days of assuming office, the President shall appoint the following committees and such others as he deems necessary:

### **LEGISLATIVE COMMITTEE**

Shall be designated by the President, whose duties shall be to have legislative bills prepared for the Association, to file legislation for and represent the Association before the Great and General Court, and to keep the Association informed of all legislation affecting law Enforcement.

### **MEMBERSHIP COMMITTEE**

Shall be designated by the President, whose duties shall be to seek active members for the Association, to recommend or reject applications for honorary or associate membership and to annually review the honorary and associate membership with the President making such recommendations as they deem necessary. Such recommendations shall be voted upon at the annual May meeting of the Association.

### **TRAINING COMMITTEE**

Shall be designated by the President, whose duties shall be to coordinate training efforts with the various state training agencies for all segments of the association's labor force (i.e. basic training to Executive training sessions). Working with the Diversity, Equity, and Inclusion Committee on specific training programs for members.

## **DIVERSITY, EQUITY, AND INCLUSION COMMITTEE**

Shall be designated by the President, whose duties shall be to coordinate training efforts, informing members of industry standards, and ensure that the Association programs are viewed through a DEI lens. The committee researches develops, and proposes best practice standards for mechanisms that will help member leadership establish and maintain a supportive, positive, and inclusive work environment.

## **WEBSITE COMMITTEE**

Shall be designated by the President, whose duties shall be to design, implement, and maintain the Association website in order to promote the most professional image possible.

## **INTERNATIONAL ASSOCIATION OF CHIEFS OF POLICE (IACP) LIAISON**

Shall be designated by the President, whose duties shall be to report to the Association on any new developments in the IACP and issues that may affect the Association or the law enforcement or the public safety and security concerns of member institutions.

## **INTERNATIONAL ASSOCIATION OF CAMPUS LAW ENFORCEMENT ADMINISTRATORS (IACLEA) LIAISON**

Reports to the Association on any new developments in IACLEA and issues that may affect the Association or the law enforcement or the public safety and security concerns of member institutions.

## **MASSACHUSETTS CHIEFS OF POLICE ASSOCIATION (MCOPA) LIAISON**

Reports to the Association on any new developments in MCOPA and issues that may affect the Association or College and University law enforcement or the public safety and security concerns of member institutions.

## **SCHOLARSHIP, AWARDS AND RECOGNITION COMMITTEE**

Responsible for soliciting and selecting personnel, departments, or outside agencies for annual awards for selected criteria approved by the MACLEA Association. Responsible for selecting the scholarship candidate based on selected criteria approved by the MACLEA Association. Annually, the Scholarship, Awards and Recognition Committee shall start the process of soliciting nominees for the John M. King Scholarship for Advancement and Education and for the MACLEA Awards by providing the Secretary with the announcement that will include a listing of the MACLEA Awards, the criteria to apply for the Scholarship or to nominate someone for an award, the filing deadline, a link to any forms used for the nomination or application process, and the contact information of the Scholarship, Awards and Recognition Chair no later than 90 days before the Scholarship, Awards, and Recognition Ceremony. The Secretary will send the announcement out to the membership.

## **COMMUNITY ENGAGEMENT COMMITTEE**

Responsible for providing information sharing opportunities among members regarding coordinated community engagement and outreach programs, events and activities. Assist in providing an opportunity for members to share innovative ideas for community outreach efforts as well as crime prevention related training programs.

## **BY-LAW COMMITTEE**

Responsible for reviewing the current Bylaws of the Association and consider and review additional or updated bylaws. Make recommendations to the Executive Board of Directors for revisions to be submitted for approval to the entire association at association meetings.

## **ARTICLE IX**

**CHANGE IN BY-LAWS.** These by-laws may be amended, repealed or suspended only by a two-thirds vote of the members of the Association present and voting at the annual meeting held in May of each year.

Any proposal for such amendment, repeal or suspension of the by-laws shall be in writing (which includes via e-mail, electronic, fax or other means), filed with the President at least thirty (30) days prior to such meeting and shall be signed by the member or members making such proposal. The President shall immediately forward the proposal to the By-Law Committee and to the members of the Executive Board of Directors.

The By-Law Committee and the Executive Board of Directors shall send their recommendations, if any, to the President who shall make them known at the meeting. The President shall send written notice (which includes via e-mail, electronic, fax or other means) containing the proposed amendment, repeal or suspension of these by-laws to each active and honorary member not sooner than twenty-eight (28), nor less than fourteen (14) days before the meeting at which the membership will be asked to consider the amendment, repeal or suspension, along with any comments received from the Executive Board of Directors and/or By-Law Committee. At the Association meeting, the membership may entertain and adopt amendments to the original proposal so long as they affect the same topic area or by-law provision contained in the original proposal.

## **ARTICLE X**

**STATEMENTS OF POLICY.** All releases and statements of any information concerning the policy of the Association shall be issued by the President or his/her designee.

## **ARTICLE XI**

### **ORDER OF BUSINESS**

1. President's Report
2. Vice President's report
3. Secretary's report (minutes)
4. Treasurer's Report
5. Reading applications and balloting for new members
6. Report of Special Committees
7. Unfinished Business
8. New Business
9. Good of the Association.
10. Adjournment