

# **CANINE ACCELERANT DETECTION ASSOCIATION BY-LAWS**



**Canine Accelerant Detection Association  
Attention: Brian Riedmayer  
CADA: Secretary**

# **CANINE ACCELERANT DETECTION ASSOCIATION BY-LAWS**

## **ARTICLE I. NAME AND OBJECTIVES**

**SECTION I:** The name of this organization shall be the **Canine Accelerant Detection Association.** (Hereafter called the Association)

**SECTION II:** The objectives of the Association shall be as follows:

- (a) To unite for mutual benefit and common interest of all people engaged in the training and continued improvement of all accelerant detection canines.
- (b) To provide for the exchange of technical information and new developments in the field of canine accelerant detection.
- (c) To promote high standards of professional conduct among accelerant detection canine handlers, trainers and administrators.
- (d) To establish a working standard for all accelerant detection canines, handlers and trainers through an accreditation program.
- (e) To strive for greater professional competence in the techniques used by accelerant detection canine handlers and trainers.
- (f) To encourage cooperation between all agencies, both private and public, in the training, handling and use of accelerant detection canines.

**SECTION III:** The association shall not be operated for profit, and its funds may not be used to align with any political body, group or person to advance the candidacy of any individual for public office.

## **ARTICLE II. MEMBERSHIP**

### **SECTION I: General Provisions**

Candidates for Association membership must complete a membership application. The completed application shall be submitted to the association and the candidate's name will be presented for consideration. A candidate's membership will be approved or disapproved by the Board of Director's or their designee, providing such candidate possesses the qualifications for membership established by the Board and upon recommendation by the Membership Committee, provided such person is not less than eighteen (18) years of age at the time he/she makes application.

### **SECTION II: Dues**

Payment of required dues shall be necessary to maintain a member in good standing. Dues shall be paid within three (3) months following written notice of dues owed. Any member more than three (3) months in arrears shall have their membership terminated. The Board of Directors may, at its discretion, rescind the payment of dues for any member for services to the Association.

Payment of renewal dues is all that is required should an active member not need to update their contact or team information.

Members must be a paid active member for at least six (6) months before being allowed/ permitted to vote on CADA business.

### **SECTION III: Membership Classifications**

Active Members: An Active Member in this association shall be open to anyone who is an active Accelerant Detection Canine (ADC) Handler, ADC Trainer or ADC Administrator. Active Members shall also be open to any retired (vested and collecting a pension) ADC Handler, ADC Trainer or ADC Administrator who was an ADC Handler, ADC Trainer or ADC Administrator at the time of retirement. Active Members who are current in their dues at the time they leave their canine unit are still eligible to be active members so long as they remain active in CADA and current in their dues. If an agency or business pays for the member's membership dues, the agency or business has the right to reassign that membership to another person anytime during that dues period. The change in membership by the agency or business must be in writing to the President of the Association. The written change shall include the current member's complete information and the new

replacement person's complete information on a CADA membership application. Active Members shall have the right to vote on Association business and have the right to hold office.

- (a) Associate Members: An Associate Member shall enjoy all privileges except that he/she shall not have any voting privileges, nor shall serve as an Officer or on the Board of Directors. Associate Members shall be persons of outstanding prominence who have made significant contributions to the field of accelerant detecting canines. The Association, by majority vote of members present, may exclude Associate Members from any particular business meeting or portion thereof.
- (b) Life Members: The Association may bestow life membership upon any active member of the association who has met the following requirements:
  - The individual must be an active member of the Association,
  - The individual must be an active member in good standing for a minimum of ten (10) years,
  - The individual must have rendered distinctive service to the Association through participation on committees or activities for a minimum of five (5) years.
- (c) Board Members do not have to pay annual membership dues.

Nominations for Life Memberships for distinguished service shall be made to the President at least thirty (30) days prior to the annual meeting. The President shall review the nominations and make a recommendation to the Board of Directors as to recipients of the life membership. No more than two (2) life memberships for distinguished service shall be bestowed by the Board of Directors in any one calendar year.

A life member shall have all rights and privileges as an active member without the payment of dues.

#### **SECTION IV: Membership Reclassification**

Members may request a change in their membership classification if changes in their qualifications occur. The membership committee shall review the request and present the request and a recommendation at the next Regular Association meeting.

## **ARTICLE III. OFFICERS AND BOARD OF DIRECTORS**

**SECTION I:** All candidates for Association office or as a Member of the Board of Directors shall be a member in good standing.

**SECTION II:**

- (a) The Officers shall be members of the Board of Directors and shall enjoy all the powers and privileges of elected Directors. The term of office for Officers is three years.
- (b) The officers of the Association shall be elected by majority vote of the association membership. No President or Vice President shall serve more than three (3) consecutive full terms in any combination of these offices.

**SECTION III:** (a) The officers of the Association shall be as follows:

- President
- Vice President
- Secretary
- Treasurer

- (b) Additional officers with such powers and duties consistent with these By-Laws may from time to time be appointed by the Board of Directors.
- (c) In the event an Officer should resign or be removed from office, before completing their term in office, the President shall appoint a replacement to serve the remainder of the term.

**SECTION IV:** (a) The Board of Directors of the Association shall consist of ten (10) members, with one member being the immediate past president. The remaining members shall be elected by majority vote of the association membership, through ballot voting in conjunction with voting at the annual meeting. The immediate Past-President shall not vote in transactions of the Board of Directors except in the case of a tie vote, in which they shall cast the deciding vote. The board shall elect by majority vote one of its members to serve as Chair each year. The President, nor the immediate Past-President, shall serve as Chairman of the Board.

- (b) The terms of the members of the Board of Directors shall be three (3) years, except for the immediate past president who shall serve until replaced by the next immediate past president. At no time should there be more than three (3) directors voted on during the same year.
- (c) In the event a director vacates or is removed from their position before serving their full term, the President shall appoint another member to serve as Director for the remainder of the term.

## **SECTION V: Nominating and Elections:**

- (a) At least 180 days prior to the annual Association meeting, the President shall appoint a Nominating Committee consisting of at least three (3) and no more than five (5) members, who shall submit to the Secretary, at least 90 days prior to the Annual Conference, a list of recommended nominees for all vacant Association positions, Officers or Board of Directors. This shall not prevent any member in good standing from making nominations from the floor for Officers or for members of the Board at the Annual Conference.
- (b) Nominations and Elections Ballots: Nominating Committee recommendations for those Board and Officers Positions up for re-election, along with request from membership for nominations for those positions will be mailed or e-mailed to Active Members at least sixty (60) days prior to the scheduled annual meeting. These nominations ballots, with corresponding votes, must be returned (mailed, emailed or faxed) to the Secretary by the date indicated on the nominations form (within ten (10) days) prior to the annual meeting.

Active members are allowed only one vote per vacant position. Those who “Do Not” vote by proxy will be allowed to vote in person at the annual conference.

- (c) The Secretary shall ensure all ballots are delivered to the Annual Meeting. The President, or their designee, will count the ballots during the Annual Meeting. After voting for all vacant positions by the General Membership attending the Annual Conference, the ballot results shall be combined with the floor votes to reveal the winner for each position. The results of all newly filled positions will be announced and placed on the Associations web page.
- (d) Installation: Officers and Directors shall be installed as the last order of business at the Annual Meeting in a manner consistent with the traditions of the Association.
- (e) Candidates Holding Office: Should an Officer choose to run for another Officer position whose term is soon to expire, they do not have to resign from their current position. If the Officer wins the new Officer position, the vacated position would be filled as detailed in the By-Laws concerning vacant positions.

## **ARTICLE IV. GOVERNMENT**

**SECTION I:** All governmental powers possessed by the Association reside with the membership who may delegate such powers as they see fit to Officers and Directors.

**SECTION II:** The Board of Directors, except as otherwise provided in these By-Laws, the Articles of Incorporations, or required by law, shall be the principal governing body of the Association, and as such shall have the authority to initiate and transact such business as it deems necessary to the continuance of the Association and the fulfillments of its objectives. The Chairman of the Board of Directors shall preside over all meetings of the board. Should the Chairman not be present, the Chairman shall appoint an attending Director to preside over the board meeting.

**SECTION III:** The President: The President shall be the Chief Executive Officer, and as such, shall be the official representative and spokesperson for the Association. The President shall preside at meetings of the Association, supervise and direct Association activities and ensure the directives of the Board are carried out.

The President shall report to the Association at the Annual Meeting in respect to the affairs of the Association and shall perform such additional duties as may be assigned from time to time by the Board of Directors.

The President shall appoint standing and special committees as are required or desirable to carry on the affairs of the Association and shall require reports from each committee at the Annual Meeting.

**SECTION IV:** The Vice President: At the request of the President, or in the event of the President's absence or disability, the Vice President may perform any and all of the duties and shall possess all the powers of the President and shall have such other powers to perform such other duties as the Board of Directors or the President from time to time as determined, to the extent authorized by law. The Vice President shall also serve as Chair of the Association's Conference Planning Committee.

**SECTION V:** The Secretary: The Secretary shall be the recording Officer of the Association and shall have charge of such books, documents, and papers as the Board of Directors shall determine and in general shall perform all the duties incident to the office of Secretary, subject to the control of the Board of Directors, and shall do and perform such other duties as may be assigned to him/her from time to time by the Board of Directors.

The Secretary shall be responsible for taking minutes of all meetings, maintaining the constitution and by-laws and other valuable Association

documents, and maintaining a current roster of members certified as being in good standing. Minutes may be recorded but shall be in written form and delivered to the Officers and Directors within thirty (30) days after a meeting occurred.

The Secretary shall receive and make available to the President and the Chairman of the Board all communications involving the Association. The Secretary shall also serve as the Chair of the Audit Committee.

**SECTION VI:** The Treasurer: It shall be the duty of the Treasurer to collect all monies due this Association, giving receipt thereof. The Treasurer shall keep a suitable set of books of record of transactions. The Treasurer shall deposit all monies of this Association in a bank designated by the Board of Directors. The Treasurer shall render statements in detail at each meeting of this Association, showing receipts and disbursements in full to date, and the monies in the Treasury. The Treasurer shall draw all checks, or other obligations authorized by the President, Chairman of the Board, the Board of Directors and attested to by the Secretary, including the payments of all benefits. The Treasurer's account books, as well as all papers in the Treasurer's custody shall be open for inspection and examination by the Board of Directors. The Treasurer shall not spend, lend or invest any of the funds except when duly authorized by the President, Chairman of the Board or the Board of Directors.

With the exception of recurring bills already approved by the President, Chairman of the Board, or the Board of Directors, expenditures amounts under five hundred dollars (\$500.00) shall need written (email) approval of the President. Expenditure amounts over five hundred dollars (\$500.00) and up to one thousand dollars (\$1,000.00) shall need written (email) approval of the President, Vice-President and the Chairman of the Board. Expenditure amounts over one thousand dollars (\$1,000.00) shall need approval by the Board of Directors through a majority vote.

## **ARTICLE V. COMMITTEES**

**SECTION I:** The Standing Committees of the Association shall be:

- Conference Planning Committee
- Constitution and By-Laws Committee
- Communications Committee
- Membership Committee



**SECTION II:** Standing committees shall be created or deleted by amendment of the Constitution and Bylaws.

**SECTION III:** Committees may be established as directed by the President, the Board of Directors or majority vote at any Association meeting. When a committee is established, its purpose, membership, and tenure shall be established.

**SECTION IV:** All committee meetings shall be open. A reasonable attempt shall be made by the chair to notify all members of the date, time and place of the committee meeting not less than ten (10) days prior to the meeting. This can be accomplished through mail, e-mail, web page, web page calendar, the Association's Facebook page or Association's LinkedIn page. Committee meetings may be held by conference call or in person. If committee meetings are in person, those wishing to attend must attend in person. Any member wishing to attend an open meeting shall be allowed to attend. Members wishing to attend shall contact the Chairman and let them know at least five (5) days prior to the meeting date. Participation of the audience in the meeting will be at the discretion of the Chairman. The Chairman may allow for public comment at the end of each meeting should they so desire.

## **ARTICLE VI. MEETINGS**

**SECTION I:** Annual Conference and Training Workshops: There shall be one (1) General Membership Meeting and at least one (1) Association Training Workshop annually. Both, the meeting and the workshop, will be held at the Annual Conference. The results of the election of Officers shall be announced at the Annual Conference and business relating to the affairs of the Association shall be conducted. Only active members may vote at any Association meeting. The Annual conference shall be held each year at a time and place selected by the Board of Directors. Regardless of any other functions sponsored by the Association at the Annual conference, no fee or admission for the general membership meeting itself shall be charged. Regional workshops may be planned with input from the Conference Planning Committee and by majority vote of the Board of Directors.

**SECTION II:** Special Meetings: The Chairman of the Board may call a special meeting upon ten (10) days' notice to active membership. The majority of the Board may also call a special meeting under the same conditions as above. This can be accomplished through mail, e-mail, web page, web page calendar, the Association's Facebook page or the Association's LinkedIn Page. Committee meetings may be held by conference call or in person. Any member wishing

to attend an open meeting shall be allowed to attend. Members wishing to attend shall contact the Chairman and let them know at least five (5) days prior to the meeting date, as the majority of our meetings will be through conference call. Participation of the audience in the meeting will be at the discretion of the Chairman. The Chairman may allow for public comment at the end of each meeting should they so desire.

**SECTION III:** Quorum: In order to transact business at any meeting of members of the Association, a quorum must be obtained. Two Officers and three (3) active members shall constitute a quorum for the purposes of holding a Regular or Annual Association meeting. Written and duly signed proxy votes shall be valid. A reasonable attempt shall be made to notify all members in writing (e-mail, Facebook or LinkedIn is reasonable) of the date, time, and place of a Regular or Annual Association meeting not less than ninety (90) days prior to the meeting. Minutes of all Association Meetings shall be taken and provided to membership.

**SECTION IV:** The Board of Directors shall meet at the Annual Conference. The Board of Directors may meet immediately before or following each scheduled Association meeting, or may meet in such place or places as the Board may determine, including by conference call by phone. Four (4) members of the Board of Directors shall constitute a quorum for the purpose of holding a Board meeting. The affirmative vote of the majority of the Directors present shall be required for a vote or resolution to carry any meeting. Minutes of all Board Meetings shall be taken and provided to membership.

Notice of all meetings of the Board of Directors to membership shall be given by the Chairman of the Board or the Secretary by mailing, (e-mailing), Facebook and/or LinkedIn at least twenty (20) days before a meeting or seven (7) days for a conference call meeting. Unless otherwise indicated in the notice, any and all business may be transacted at the meeting. Any member wishing to attend an open meeting shall be allowed to attend. Members wishing to attend shall contact the Chairman and let them know at least five (5) days prior to the meeting date, as the majority of our meetings will be through conference call. Participation of the audience in the meeting will be at the discretion of the Chairman. The Chairman may allow for public comment at the end of each meeting should they so desire.

**SECTION V:** Action by Consent: Any action required, or permitted to be taken at any meeting of the Board of Directors, may be taken without a meeting if a written consent thereto is signed by all of the members of the Board of Directors and filed with the records of the minutes of the Board of Directors. Such consent shall be treated as a vote for all purposes.

**SECTION VI:** Rules of Order: Unless otherwise provided, Robert's Rules of Order (revised) shall govern the transactions of business at a meeting.

**SECTION VII:** Order of Business: The official order of business at all meetings should follow a reasonable and logical order and should include, but not limited to, items such as:

- Call to order
- Opening ceremony
- Roll call of Officers
- Reading of Minutes
- Officer Reports
- Committee Reports
- Presentation of Agenda by Chair/President
- Old Business
- New Business
- Adjournment

**SECTION VIII:** Proxy Voting: Proxy votes, written and signed, shall be allowed and accepted at any meeting or election of the Association, Board or Committees, as provided by the By-Laws.

#### **ARTICLE VII: FINANCE**

**SECTION I:** The Board of Directors shall decide the appropriate dues to be charged for all membership classifications. The Secretary shall notify each member of dues owed.

**SECTION II:** A majority of the Board of Directors may request an audit at any time. Should an audit be requested, the Board of Directors shall designate an Audit Committee and a Chair of the committee.

**SECTION III:** The Board of Directors shall be empowered to accept any gifts or grants offered to the Association. The Treasurer shall acknowledge such gifts or grants and make suitable accounting thereof.

**SECTION IV:** Comprehensive General Liability and Directors and Officers Insurance with limits of up to \$100,000 shall be carried on the Association.

#### **ARTICLE VIII. AMENDING CONSTITUTION AND BY-LAWS**

Proposed amendments shall be made in writing to the President, and a copy mailed to the Secretary, not less than sixty (60) days prior to the Annual Conference. The Secretary shall mail and/or e-mail proposed amendments to each active member thirty (30) days in advance of the Annual Conference, with a voting ballot. The ballots shall be returned, with corresponding votes, to the Secretary within ten (10) days of the annual conference. The President shall make the proposed amendments part of New Business at the Association meeting. A vote of two-

thirds of the voting members present and proxy votes at the Annual Meeting shall be required to amend the Constitution and By-Laws.

## **ARTICLE IX. DISSOLUTION**

In the event of dissolution of the Association, all assets remaining after payment of outstanding debts shall be donated to a charitable institution selected by the Board of Directors.

## **ARTICLE X. ETHICS AND REMOVAL FROM OFFICE OR MEMBERSHIP**

**SECTION I:** Any Officer, Director, or member may have their membership terminated for any of the following reasons:

- (a) Making false statements that reflect unfavorably upon the character of another Officer or member.
- (b) Conduct or actions that discredit the Association or the profession.
- (c) Misrepresentation of education, credentials, experience, or training.

**SECTION II:** Officers or Directors may be removed for misconduct in office, including but not limited to the following reasons:

- (a) Misuse of Association funds.
- (b) Failure to carry out the duties of office as stated in the Constitution and By-Laws.
- (c) Use of Association office for personal gain.
- (d) Repeated absence from Association meetings.

**SECTION III:** The Board of Directors, or their designee, shall serve as an Ethics and Conduct Committee and shall investigate all charges outlined in Section I and II of this Article brought against an Officer, Director, or member, governed by the following procedure:

- (a) Charges against an Officer shall be made only by a member or another Officer of the Association.
- (b) A Director charged in accordance with this Article shall recuse themselves from the Ethics and Conduct committee. In the absence of the Secretary, any officer may act as directed by this Article in their place.
- (c) Charges against any member shall be made in writing, signed, and dated, to the Ethics and Conduct Committee, who shall acknowledge in writing

receipt of the charge within ten (10) business days after receiving the complaint. The committee shall notify the member charged of the complaint by Certified Mail at the same time the complaint is acknowledged. The committee shall investigate the charge(s) within forty-five (45) days of its acknowledgement and shall make its recommendation to the general membership. The Secretary shall notify all members by mail ballot, of the recommendation of the committee within ten (10) days. Members shall indicate on the ballot whether to accept or reject the committee's recommendation and return the ballots to the Secretary. Ballots must be postmarked within fifteen (15) days of the notification to be valid. The Secretary, in the presence of another Officer or Director, shall poll the returned ballots, ensure that each was cast by a member in good standing, and advise the membership of the results of the referendum. The Secretary shall keep the returned ballots for a period of one (1) year and shall present them for inspection upon demand.

- (d) Prior to the issuance of the Board's recommendations regarding any member, the charged member shall have the right to appear in person before the Board and state their case, provided that they notify the Board in writing of their wish to appear within fifteen (15) business days after receipt of the certified letter notifying them of charges. The charged member may be represented by counsel if they so choose.
- (a) If the membership, by majority of mailed ballots received, supports the recommendation of the committee, the committee shall notify the member of the decision and take whatever action is indicated by the referendum.

## **ARTICLE XI. FISCAL YEAR**

The fiscal year of the Association shall be the calendar year.

## **ARTICLE XII. SEAL**

The seal of the Association shall be circular in form and shall bear the inscription on its outer edge "Canine Accelerant Detection Association" and in its center the artwork depicting a dog's head.