



**LAW ENFORCEMENT  
BICYCLE ASSOCIATION**

**BYLAWS / STANDING ORDERS**

**REVISED  
SPECIAL MEETING  
1/11/23**

# BY-LAWS

## **Article I Name and Purpose**

The name of the corporation shall be the Law Enforcement Bicycle Association. The purpose of the corporation shall be to educate and instruct police officers in proper techniques related to law enforcement bicycle patrol.

## **Article II Offices**

The principal office of the corporation shall be located at Richmond, County of Chittenden State of Vermont. The corporation may have such other offices through out the United States as the board of directors may designate or as the business of the corporation may require.

## **Article III Membership**

The corporation will set requirements for membership and will be in accordance with the Standing Orders of this corporation.

## **Article IV Governing Bodies and Officers**

The corporation will have governing bodies that regulate and conduct the business of the corporation. These will include officers elected and appointed to the Board of Directors, also ~~none~~ known as the “board”, as set forth in the Standing Orders.

## **Article V Elections**

The corporation will have requirements, rules, and procedures for the election, replacement, or appointments of the officers to the governing bodies of the corporation as set forth in the Standing Orders.

## **Article VI Finances**

The corporation shall have set procedures for the fiscal operation of the corporation. It will be the responsibility of the Board of Directors to maintain the financial stability of the corporation as set forth in the Standing Orders.

## **Article VII Committees**

The corporation may establish committees as set forth in the Standing Orders.

## **Article VIII Discipline**

The corporation will establish ~~a-discipline~~ disciplinary procedures to deal with issues of impeachment, breach of duty, or any other conduct that may reflect a negative perception on the corporation.

## **Article IX Parliamentary Procedures**

“Roberts Rules of Order” shall govern all parliamentary matters when not in conflict with these By-Laws or Standing Orders of the corporation.

## **Article X Standing Orders**

The corporation is hereby authorized to adopt Standing Orders whose purpose shall be to clarify, illuminate and/or instruct these By-Laws. Such Standing Orders may be amended from time to time and will be adopted or amended in accordance with the following procedure: Standing Orders may be amended at ~~any~~ either the Annual Membership Meeting or Special Meetings of the Corporation as set forth in the Standing Orders.

## **Article XI By-Law Amendments**

The corporation will have a procedure for By-Law changes, or amendments, as set forth in the Standing Orders.

## **Article XII Language**

Any reference by gender shall be deemed to be gender neutral. Any reference to the plural or singular may or may not refer to the plural or singular.

## **Standing Order #1**

### **Article #1 Name and Purpose**

**Section #1** The name of corporation will be the Law Enforcement Bicycle Association. It may be abbreviated as L.E.B.A. Within the By-Laws and Standing Orders L.E.B.A shall be known as the Corporation. All instructors and non instructors of the association, in good standing shall be known as members.

**Section #2** The purpose of the Corporation shall be:

1. To promote the use of use of law enforcement bicycle patrol as a valuable asset to departments and corporations.
2. To educate Public Safety Officers and security officers in the proper use of bicycle patrol training and tactics.

## **Standing Order #2**

### **Article II Business Offices**

**Section #1** The corporation may establish a permanent office or offices at its discretion. These offices may be established in any state within the United States or any country as deemed necessary by the Board of Directors.

## **Standing Order #3**

### **Article III Membership**

#### **Section #1 Membership**

1. The members of the Corporation shall consist of any person interested in the objectives and purpose for which the Corporation is incorporated who shall, upon the Corporation's receipt of the appropriate membership fee, be entitled to membership. Memberships, fees, and classification of membership will be determined by the Board of Directors.

2. Membership in the Corporation is not transferrable or assignable.

#### **Section #2 Membership Meeting**

1. The Board of Directors will conduct an annual meeting for the purpose of electing board members when necessary and for the transaction of such other business that may be presented to the board.

2. The President and Treasurer shall report on the activities and financial condition of the corporation.

3. The date, time, and place of the annual membership meeting or any special meetings of the membership will be announced at least 30 days prior to meeting. The Board of Directors at their discretion may conduct the annual membership meeting via telephone conference or other electronic means. The announcement of this meeting will be via the corporation's web site and any other means as determined by the Board of Directors.

4. If the election of the Board of Directors is not held at the annual meeting or at a subsequent continuation after adjournment thereof, the Board of Directors shall cause an election to be held at a special meeting of the members as soon thereafter as convenient.

### **Section #3 Special Membership Meeting**

1. Special meeting of the membership for any purpose or purposes, described in the meeting notice may be called by the President or the Board of Directors.
2. Upon the request of any member in good standing, the Board of Directors may call a special meeting of the membership based on the request.
3. The date, time, and place of the Special Membership Meeting will be announced at least 30 days prior to meeting. The Board of Directors at their discretion may conduct the Special Membership Meeting via telephone conference or other electronic means. The announcement of this meeting will be via the corporation's website and any other means as determined by the Board of Directors.

### **Section #4 Contents of Notice**

1. The notice of each Special Membership Meeting shall include a description of the purpose or purposes for which the meeting is called.

### **Standing Order #4**

## **Article IV Governing bodies and Officers**

### **Section #1 Board of Directors**

1. The Board of Directors will be responsible for the daily operation, legal business, and administration of the corporation. The board has the authority to make decisions that affect the corporation and its members when a Quorum of the directors is present.
2. The Corporation will have a Board of Directors that are elected by the members who are in good standing at the time of election.
3. The elected positions of the Corporation shall be President, Vice President, Secretary, Treasurer, Training Coordinator, Education Coordinator, ~~and the~~ Canadian Representative, Master Instructor Coordinator and the Social Media Coordinator.  
*(Amended 1/11/23 Special Meeting)*
4. The Board of Directors may establish additional ~~voting~~ positions on the board at their discretion. These positions will be non-voting and appointed by the board each year to those members who are in good standing.  
*(Amended 1/11/23 Special Meeting)*

5. The Board of Directors ~~is~~ **are** considered members of the corporation and ~~is~~ **are** not required to pay annual membership fees, due to their responsibilities to the corporation.

6. The Board of Directors may establish an annual stipend for board member(s). Stipend will be established by the Board of Directors on an annual basis. It is understood that a stipend shall be at the discretion of the board and may be issued based on the financial ability of the corporation

## **Section #2 Position Requirements**

1. Elected board members, with the exception of the President, must meet the following minimum requirements: *(Amended 12/7/15 Annual Meeting)*

a) Must be a member of the corporation for a minimum of 2 consecutive years.

b) Must have attended two thirds of the Board of Director meetings in the year prior to election.

c) Elected board members must be active or retired law enforcement officers.

d) Must be an instructor of the corporation in good standing.

2. The President must meet all the requirements as indicated in Section 2 Position Requirements and be an elected board member for at least two consecutive years. *(Amended 12/7/15 Annual Meeting)*

3. Appointed board members must meet the following minimum requirements

a) Must have been a member of the corporation for a minimum of 1 year.

b) Appointed board members must be active or retired law enforcement officers.

4. If the Board of Directors determines that no one meets the minimum requirements as stated, they may by majority vote of the board members, appoint members to the board.

### Section #3 Term Limits

1. Elected positions to the Board of Directors will be held for two years.

a) The following positions are elected during even years: President, Secretary, ~~and~~ Education Coordinator, Master Instructor Coordinator, At Large Board Member 1, and At Large Board Position 3.

b) The following positions are elected during the odd years: Vice President, Treasurer, Training Coordinator, ~~and~~ Canadian Representative, Social Media Coordinator, At Large Board Position 2, and At Large Board Position 4. (*Amended 1/11/23 Special Meeting*)

2. Appointed positions to the Board of Directors will be held for one year or at the discretion of the elected Board of Directors.

### Section #4 Board Position Responsibilities

a) It is understood the Board of Directors responsibilities are general descriptions of their responsibilities. These responsibilities may vary from time to time and may change based on the needs of the corporation.

1. President:

- Shall be responsible for presiding over all meetings of the Corporation.
- Shall be responsible for updating the membership during the annual meeting, on the activities and conditions of the Corporation.
- Shall be responsible for items as requested by the Board of Directors.

2. Vice President:

- Shall be responsible for presiding over all meeting in the absence of the President.
- Shall take on the responsibilities of the President if the President is unable to continue in their position.
- Shall be responsible for all items a requested by the Board of Directors.

3. Secretary:

- Shall record all minutes of the meetings conducted by the corporation.

- Shall maintain a current listing of all members of the corporation and their status.
- Shall be responsible for all items as requested by the Board of Directors.

4. Treasurer:

- Shall be responsible for all accounts receivable and payable of the corporation.
- Shall be responsible for providing the Board of Directors financial updates as requested.
- Shall keep all the financial records for a time periods that meets with current law.
- Shall be responsible for all items as requested by the Board of Directors.

5. Education Coordinator:

- Shall be responsible for review and changes to all educational material created by the corporation.
- Shall be responsible for establishing and maintaining the corporations Master Instructor program.
- Shall be responsible for all items as requested by the Board of Directors.

6. Training Coordinator:

- Shall receive all requests for training material.
- Shall be responsible for ordering all training material and having it shipped upon request.
- Shall be responsible for items as requested by the Board of Directors.

7. Canadian Representative:

- Shall be responsible for coordinating all material requests from Canadian instructors.
- Shall maintain a record of all Canadian orders for training material.
- Shall report all billing requests for Canadian orders to the Treasurer.
- Shall be responsible for items as requested by the Board of Directors.



## 8. Master Instructor Coordinator

- Shall work directly with the Educational Coordinator.
- Shall be responsible for establishing a Master Instructor Candidate Program.
- Shall be responsible for establishing and maintaining a Master Instructor List. *(Amended 1/11/23 Special Meeting)*

## 9. Social Media Coordinator

- Shall be responsible for maintaining the associations web page.
- Shall be responsible for establishing and maintaining the associations social media platforms. *(Amended 1/11/23 Special Meeting)*

## 10. At Large Board Position 1,2,3 and 4

- Shall be responsible for providing support to the association based on the needs of the association *(Amended 1/11/23 Special Meeting)*

### Standing Order #5

#### Article V                      Elections

#### Section #1                      Elections

1. The Corporation will conduct elections in accordance with these standing orders.
2. Elections will be conducted on an annual basis when needed.
3. Each member in good standing shall have a vote on all items placed before the membership for approval.
4. Members in good standing and present whether in person, by telephone or other electronic means during the Annual Membership Meeting or Special Membership Meeting may vote on items placed before the membership.
5. The Board of Directors has the authority to establish Proxy Voting and its procedures at their discretion.

#### Section #2                      Board of Directors Elections

1. The Board of Directors elections will be conducted every two years or upon a vacancy to the board.

2. The Board of Directors may, at their discretion, appoint a temporary person to fill the vacancy on the board. An election for this position and the remaining term of office, if any, will be conducted at the Annual Membership Meeting.
3. The Board of Directors shall be nominated and elected during the Corporation's Annual Membership meeting.
4. The Secretary of the Corporation shall determine if a member is in good standing and eligible for nomination.
5. The Board of Directors shall be elected by a simple majority of votes cast.
6. There shall be no term limits for the Board of Directors.

### **Section #3**

#### **Board of Directors Meeting Quorum Requirements**

1. A Board of Directors meeting quorum will be established when at least 51% of the voting positions are present during the meeting.
2. If a quorum is not established, the Board of Directors is not authorized to act on items that require a vote of the board.
3. A quorum of the board may be considered in person, by phone, or via electronic polling of the board.

### **Section #4**

#### **Annual Membership Meeting / Special Meeting**

1. A quorum will be established when 51% of the Board of Directors are present during any Annual Meeting or Special Meeting.
2. If a quorum is not established, the Board of Directors will reschedule the meeting in accordance with these standing orders.

### **Section #5**

#### **Quorum Required Actions**

1. Approval of the minutes of the corporation.
2. Approval of the financial report of the corporation.
3. Changes to any Standing Order or By- Law of the corporation.

4. Changes to any material or item that contains the corporation logo, seal, or title.
5. For any item that is purchased for the corporation or its membership that exceeds \$999.00. This will not include debt of the corporation that is required to be paid by the Treasurer on a daily, monthly, or annual basis.
6. The establishment of training seminars by the Board of Directors.
7. The location, date, time, and approximate cost of the Annual Membership Meeting.
8. Special fundraising projects or acceptance of grant funding.
9. Establishment of Committees.

**Standing Order #6**

**Article VI            Finances**

**Section #1            Fiduciary Responsibility**

1. It is understood that all members elected to the Board of Directors have a fiduciary responsibility to the corporation and its members. All board members will make prudent decisions in the best interest of the corporation and its members.

**Section #2            Dues**

1. The corporation will set calendar fiscal year from January 1<sup>st</sup> to December 31<sup>st</sup>.
2. The corporation will set an annual membership fee and an annual Instructor fee. These fees will be due from January 1<sup>st</sup> – March 31<sup>st</sup> of each year. Dues for current and former board members may be waived at the discretion of the board.  
*(Amended 1/10/18 special meeting)*
3. The corporation will have set penalties and sanctions for non-payment of dues.
  - a) Any Instructor who has not paid their annual fees or has an outstanding balance with the corporation will not be allowed to order any items of the corporation.

4. The corporation will have set penalties and sanctions for instructors who have not instructed.

### **Section #3**

#### **Instructor Certification**

1) Any instructor who has not paid their annual fees or taught a LEBA Course for ~~three~~ five years or less must pay all outstanding balance to become an instructor in good standing.

~~b) Any instructor who has not paid their annual fees or taught a LEBA Course for over three years and under five years must pay all outstanding balances and co-teach with a Master Instructor of the corporation to become an instructor in good standing.~~

2) Any instructor who has not paid their annual fees or taught a LEBA Course for over five years will have their Instructor Certification revoked.

3) Any portion of Section 3 may be waived at the discretion of the board.

*(Amended by special meeting 1/10/18)*

### **Section #4**

#### **Accounts**

1. The corporation may establish accounts with financial institutions for the purpose of receiving monies into the corporation or for providing credit to the corporation.

2. These accounts shall be maintained by the Treasure of the corporation.

3. The corporation may establish accounts, with vendors who provide material to the corporation. The Board of Directors shall be responsible for the contractual agreement with vendors.

4. The Board of Directors may establish additional financial accounts when necessary and in the interest of the Corporations goals and objectives.

### **Section #5**

#### **Projects**

The Board of Directors may establish special fundraising projects or receive funds from grants in the name of the corporation. These projects require a quorum of the Board of Directors.

**Section #6**

**Budgets**

1. It shall be the responsibility of the Treasurer and the President to establish all budgets as requested by the Board.
2. It shall be the responsibility of the Treasurer to prepare Profit and Loss statements as requested by the Board.
3. Any request for refunds from the corporation shall be handled the Board.

**Standing Order #7**

**Article VII**

**Committees**

**Section #1**

**Temporary / Permanent Committees**

1. The board may establish permanent and temporary committees as needed to operate the corporation.

**Standing Order #8**

**Article VIII**

**Discipline**

**Section #1**

**Board of Directors Empowered**

1. The Board of Directors will have the power to discipline any member of the corporation who violates any By-Law, Standing Order, or any policy adopted by the corporation.
2. The Board of Directors will have the power to remove or place sanctions on any member that by their action(s) create a negative impact on the corporation. This shall also apply to board members of the corporation.
3. The President will establish a discipline committee and appeals committee to hear all discipline and appeals of sanctions placed on members. In any case where the President is the subject of the sanctions, they will be excluded from the proceedings.
4. A quorum of the board must be present and vote on any discipline issues. If the disciplinary action involves a member of the board, that member shall be excluded from the discussion and vote, with respect to that issue. **There must be a 2/3<sup>rd</sup> vote of board members present for any action to be approved.** *(Amended 1/11/23 Special Meeting)*

**Section #2**

**Appeals**

1. Appeals of disciplinary action shall be heard by an Appeals Committee comprised of persons who did not sit on the Discipline Committee.

**Standing Order #9**

**Article IX**

**Parliamentary Procedure**

**Section #1**

**Roberts Rule of Order**

1. “Roberts Rule of Order” provides a group guide to democratic action and can help guarantee orderliness and fair play. The governing bodies of this corporation shall use Roberts Rule of Order when conducting business of the corporation.

2. When an issue of guidance is silent in the By-Laws or Standing Orders of this corporation, Robert Rule of Order will prevail.

**Section #2**

**By-Laws**

1. The By-Laws of this corporation may be amended at the Annual Membership Meeting or Special Membership Meeting.

2. By-Law changes shall be presented in writing to the Board of Directors no later than 90 days prior to the Annual Membership Meeting or Special Membership Meeting.

3. When ever a By-Law change is proposed, it will be the responsibility of the President to have the proposed changes posted on the corporation web page.

4. The proposed changes will be posted no later than 60 days prior to the Annual Membership Meeting or Special Membership Meeting.

5. The board shall entertain suggestions from the membership on the proposed changes.

6. A simple majority vote of the members in good standing and present at the Annual Membership Meeting or Special Membership Meeting shall be sufficient to approve the proposed change. Present shall include in person, via telephone conference call or other electronic appearance. In the event of a tie, the proposed changes will fail and must be resubmitted in accordance with this order.

## **Standing Order #10**

### **Article X Standing Orders**

#### **Section #1 Resolutions**

1. In addition to the By-Laws and Rules of Order, in nearly every corporation/association, resolutions of a permanent nature are occasionally adopted, which are binding until they are rescinded or modified. These are called Standing Orders and can be adopted by a majority vote at any scheduled Annual Membership Meeting or Special Membership Meeting.
2. Any changes to the Standing orders shall be in writing to the Board of Directors. The president will be responsible for having proposed changes posted on the Corporations web page for at least 60 days and accept suggestions from the membership on the proposed changes.
3. A simple majority vote of the members in good standing present at the Annual Membership Meeting or the Special Membership Meeting will constitute an approval of the proposed changes.
4. In the event of a tie the proposed changes will fail and must be resubmitted in accordance with this order.

## **Standing Order #11**

### **Article XI By-Laws**

#### **Section #1 Articles**

1. In addition to Standing Orders, the By-Laws are the articles that define each of the Standing Orders, regulations, ordinances, rules or laws adopted by the corporation for its internal governance. By-Laws define the rights and obligations of persons or groups within the corporation and provide guidance for routine matters.

#### **Section #2 By-Law Changes**

1. By-Law changes will be in accordance with the Standing Orders established by the corporation.