

# BY-LAWS

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## OHIO AUTO THEFT INVESTIGATORS ASSOCIATION INC. INCORPORATED JANUARY 22, 1981

Revised: February 2009

Approved by the Board: March 2010

Approved by the Membership: May 2010



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## **ARTICLE I**

### ***ASSOCIATION***

Section 1: The name of the Association shall be known as Ohio Auto Theft Investigators Association Incorporated, here-in-after known as O.A.T.I.A. The Association shall be governed by a Board of Trustees.

*Note: The terms Board of Trustees, Trustees, and Board shall have the same meaning.*

Section 2: The Association shall have a logo which shall be in the following form:

An outline of the State of Ohio with a picture of a thief carrying a car in the middle of the outline. The words "Ohio Auto Theft Investigators Association" shall appear in an arch above the thief within the outline of the State of Ohio.

## **ARTICLE II**

### ***PURPOSE***

The O.A.T.I.A. will provide free or low cost professional training in the field of auto theft, enhance communications and encourage cooperation between all members. We shall promote high professional standards of conduct among our membership. We shall support legislation which acts as a deterrent to the crimes of auto theft.

## **ARTICLE III**

### ***MEMBERSHIP***

Section 1: **QUALIFICATIONS**

All full time and reserve law enforcement officers who are employed by the Government of the United States, the State of Ohio or its Local Subdivisions, who are empowered to perform Law Enforcement activities within the State of Ohio or any person from an adjacent state meeting the above requirements in there state, agents of the National Insurance Crime Bureau (NICB); insurance personal or investigators; or representatives of any other agency or organization which has substantial interest in the incidents or investigation of or detection and prevention or automobile thefts and related crimes. Or who are engaged in the prosecution of such crimes and meet the personal qualifications listed below in Section 2. Any person honorably retired from one of the foregoing agencies shall also be extended membership.

Section 2: **PERSONAL QUALIFICATION**

No person shall become a member of the Association unless he/she first gives satisfactory proof of his/her own and employer's good moral character, reputation and verifies that he/she is not and has not been a member of any organization whose objectives and operations are inconsistent with the purposes of the Association.

Section 3: **NON-DISCRIMINATION**

No person shall be denied membership solely because of race, sex, creed or national origin.

Section 4: **APPLICATION**

Each person who desires to become a member of the Association shall submit an application to the Secretary of the Association in such form that has been approved by the Board of Trustees. The application shall be submitted with the full amount of any dues as required of members during the year of the application is made. The Secretary will forward the application to the Membership Committee and the money to the Treasurer.

Section 5: ***MEMBER IN GOOD STANDING***

The term "Member in Good Standing" shall mean any member of the Association who has paid up dues, and is not under suspension or pending expulsion from the Association. These members shall have voice and vote.

Section 6: **LIFE MEMBERS**

Past Director's and any other member as authorized by the Board shall be classified as Life Members of this Association.

Section 7: **MEMBERSHIP YEAR**

Membership in this *Association* will run from January 1<sup>st</sup> through December 31<sup>st</sup> of the same year.

*Section 8:* ***MEMBERSHIP CARDS***

Each member will be issued a distinctive membership card identifying them as a member of this Association. The membership card design will be determined by the Board.

## **ARTICLE IV**

### **MEETINGS**

**Section 1: Annual Business Meeting**

The annual business meeting of the membership for the consideration of reports and the transaction of other business as may come before the membership, shall be held during the annual three (3) day seminar.

**Section 2: Special Meeting**

The Director or Assistant Director, if the Director is unavailable, on his/her own authority may call a Special Meeting.

Twelve (12) or more members of the Association may petition the Director, in writing, citing the reason (s) and necessity for a call to the membership for a special meeting. If, in the opinion of the Director, the occasion shall warrant the calling of a special meeting, the Director shall notify the Secretary of the date, time and place of such meeting and the purpose thereof. No other business shall be addressed at this meeting other than that for which it was originally called. The Secretary shall send out notice to the membership no less than twenty (20) days in advance of the special meeting stating the date, time, place, and reason for the special meeting. No expenditures of the funds of the Association will be made without presenting it to the Board of Trustees at the next regular monthly meeting for approval.

**Section 3: Place of Meetings**

All meetings shall be held at a location designated by the Director.

**Section 4: Quorum**

The members present at any meeting for the general membership shall constitute a quorum for that purpose.

**Section 5: Voting**

Only members who have met the qualifications of Article III section 5 shall be permitted to vote at any election, meeting of the members or to be elected or appointed to the position of a Board Member or to be elected or appointed as an officer of the Association or member of any committee. Upon request of any member, voting shall be by ballot. Otherwise, all votes shall be made orally.

## **ARTICLE V**

### ***SUSPENSION AND EXPULSION OF MEMBERS***

Any member may be suspended or expelled by the Board of Trustees for conduct unbecoming of a member. Before any member is suspended or expelled, written notice of the charges against him/her and the time and place of the meeting of the Board of Trustees at which the same are to be considered shall be mailed to him/her at his/her address of record on file with the Association, at least thirty (30) days before such meeting. The decision of the Board at such meeting shall be final.

## **ARTICLE VI**

### ***EXAMINATION OF THE BOOKS AND RECORDS***

The Board of Trustees may make reasonable rules prescribing under what conditions the books, records, accounts and documents of the Association or any of them shall be open to the inspection of the membership. No member shall be denied any right to inspect any book, record, account or other document of the Association.

## **ARTICLE VII**

### ***ORDER OF BUSINESS***

Unless this article is suspended by a majority vote of the membership present at any meeting of the membership, the order of business at all meetings shall be as follows:

- 1. Call to order***
- 2. Roll call of officers***
- 3. Reading of the minutes of previous meetings or special meetings of the Board or membership***
- 4. Communications***
- 5. Reports of officers, Director, Asst. Director and Treasurer***
- 6. Reports of committees***
- 7. Unfinished business***
- 8. New business***
- 9. Adjournment***

## **ARTICLE VIII**

### ***EXECUTIVE BOARD***

This Board shall consist of the Director, Assistant Director, Secretary and Treasurer. They shall have control of the funds and property of the Association, subject only to the action of the Board of Trustees. The Executive Board may proclaim and enforce rules governing the use of any Association property. Their duties shall include the care and holding in trust for the Association of all stocks, securities and similar property of the Association in a manner that in their judgment is deemed to be in the best interest of the Association. Until invested, such funds shall be kept deposited in a bank selected for that purpose by this body.

## **ARTICLE IX**

### ***BOARD OF TRUSTEES***

Section 1: **Number and Voting**

The number of elected Trustees shall not be less than twelve (12), plus two (2) alternates. All Past Directors will also be Board Members and entitled to one vote at any board meeting. The membership from time to time may increase this number at the general membership meeting.

Section 2: **Term of Office**

All elected Trustees will serve a two (2) year term of office. All Trustees will take office at the end of the General membership meeting held at the annual three (3) day seminar.

Section 3: **Power of the Board**

The Board of Trustees shall have the general powers of running the everyday business of the Association and any other authority which may be granted in these by-laws

Section 4: **Election of Board of Trustees**

The election of Board Members will take place in even numbered year. Any member may submit a request, in writing, to the Election Committee to be on the ballot.

Section 5: **Election Procedures**

The Board of Trustees shall establish the forms and procedures to be used and shall establish the times for distributing information and ballots, for return of ballots and for tabulating of ballots.

Section 6: **Board of Trustees Meeting**

The first Board of Trustees meeting shall be held following the annual seminar. The Director shall designate the time and place *of the monthly board meetings*. All elected Board Members, and alternates, are expected to attend all board meetings unless excused by the Director. Disciplinary action by the board may result in the removal of said person from the Board by a majority of the Board Members.

Section 7: **Special Meetings**

The Director, on his/her own authority, may call a Special Meeting.

Two (2) or more Board Members may petition the Director, in writing, citing the reason/s and necessity for a call for a Special Meeting. If, in the opinion of the Director, the occasion warrants the calling of a Special Meeting, the Director shall notify the Secretary of the date, time and location of such meeting and the purpose thereof. The Secretary shall send out notice to all Board Members no less than five (5) days before the meeting stating the date, time and location of the meeting and the reason for the meeting.

Section 8: **Quorum**

A majority of the elected Board Members shall constitute a quorum for the transaction of business at any meeting of the Board of Trustees.

Section 9: **Vacancy**

Any vacancy in the Board of Trustees shall be filled by the next ranking candidate from the last bi-annual election. The candidate selected will fill the unexpired term of the person he/she replaced

Section 10: **Removal of Board Members**

Any Board Member may be removed, for cause, at any time, by a majority vote of the Board Members taken at any scheduled meeting or a special meeting called for that purpose. The vacancy in the Board caused by such removal shall be filled by the next ranking candidate from the last bi-annual election.

## ARTICLE X

### ***ELECTION OF BOARD OFFICERS***

The Board of Trustees shall elect the following officers; Director, Assistant Director, a Secretary, and Treasurer and if desired, one or more other officers and assistant officers as may be deemed necessary by the Board. Each of whom may be designated by such other title as may be provided by resolution of the Board. The term of office for each officer shall be for one (1) year. Each director shall serve as the Immediate Past Director during the year following his/her term as director. Each officer shall be a Board Member of the *Association*. No person may simultaneously hold two offices. If the election of officers shall not be held at such meeting, such election shall be held as soon thereafter as conveniently possible. Each officer shall assume his/her office at the time of the meeting at which he/she is elected and shall hold office for the term stated above.

## ARTICLE XI

### ***OFFICERS AND THEIR DUTIES***

- Section 1: ***EXECUTIVE BOARD*** - This Board shall consist of the Director, Assistant Director, Secretary and Treasurer. They shall have control of the funds and property of the Association, subject only to the action of the Board of Trustees. The Executive Board may proclaim and enforce rules governing the use of any Association property. Their duties shall include the care and holding in trust for the Association of all stocks, securities and similar property of the Association in a manner that in their judgment is deemed to be in the best interest of the Association. Until invested, such funds shall be kept deposited in a bank selected for that purpose by this body.
- Section 2: ***Director*** - The Director shall have charge of and preside at all meetings of the Association, the Executive Board and the Board of Trustees and perform all duties incident to such office and such other duties as may be required of him/her by the Board of Trustees. It shall be his/her duty to open and close all meetings of the Association. The Director shall appoint the Chairperson and members of all committees and those not otherwise provided for. The Director shall enforce the By-Laws of the Association. The Director shall, in case of a tie, have the deciding vote on any question except in elections.
- Section 3: ***Assistant Director*** – The Assistant Director shall perform all the duties of the Director in case of the Director’s absent. The Assistant Director shall act as a liaison between the Director and all committees. The Assistant Director shall perform all other duties as may be required of him/her by the Director.

Section 4: **Secretary** – The Secretary shall keep an accurate record of all transactions at regular, special, Executive Board and Board meetings of the Association. Before the meeting, following that which there is a record, he/she shall read the minutes for approval or submit a written copy of the minutes to all Board Members before the meeting for their inspection and approval. The Secretary shall keep all reports, letters and other communications sent or received by the Association. The Secretary shall record in the minutes of all meetings a list of members in attendance at said meeting. The Secretary shall keep an up to date list of all members in good standing to aid in voting and for the running of office. The Secretary will issue membership cards to the members of the Association. The Secretary shall assist in the transaction of business of the Association and perform all other duties as may be required by the Director.

Section 5: **Treasurer** – The Treasurer shall receive all dues, fees and other monies belonging to the Association and shall give official receipt thereof. The Treasurer shall sign all checks drawn against the funds of the Association upon authority of the Board of Trustees. The Treasurer shall deposit in the name of the Association, all funds paid to him/her by whatever source in such bank/s as the Board of Trustees may select. It shall be the Treasurer’s duty to keep an accurate account of all monies received and expended by him/her, report same to the Board of Trustees at each monthly meeting. The Treasurer shall have his/her accounts ready for auditing upon request of the Board of Trustees. The Treasurer shall turn over to his/her successor, or to the Board of Trustees all monies and property of the Association which he/she has in his/her possession or under his/her control.

## **ARTICLE XII**

### ***COMMITTEES AND THEIR DUTIES***

The following committees will work to support the Association. The Director will appoint the chair-person and members of each committee from the Board of Trustees. Each committee chair-person will give or provide a written or verbal report to the Director or Assistant Director at any regular or special meeting. Committee reports should be submitted to the Secretary for reading at the board meeting. A committee chair-person may designate another committee member to provide the report to the Board in his/her absence.

1. **LEGISLATION** – This committee will be responsible for reviewing newly enacted legislation, House or Senate bills being considered that will that will impact the O.A.T.I.A. membership
2. **AWARDS** – This committee will determine any member eligible to receive a law enforcement or insurance recognition award for exceptional investigation

conducted with their respective fields that pertain to the investigation of auto theft.

3. **RICK THOMPSON AWARD** - This committee will consist of past recipient's to determine eligibility and nominate any member to receive the reward. A three (3) member panel of past recipients, appointed by the Director, will approve the nomination.
4. **SCHOLARSHIP** - This committee will determine any member or non-member eligible to receive a scholarship award to attend the annual seminar.
5. **ANNUAL SEMINAR ON-SITE** - Committee will coordinate and provide on-site assistance as needed at the annual seminar.
6. **ONE-DAY SEMINARS** – This committee will set up one day seminars to include location, agenda and topics to be presented to the members. This committee will obtain speakers for the topics to be presented, produce the required flyers or notices to advertise the seminar.
7. **SUB-COMMITTEE FOR OUT REACH/CONTINUING EDUCATION** – This committee will contact local and county law enforcement agencies or any insurance company to provide presentations/seminars concerning auto theft or related topics.
8. **FINANCE & SPONSORSHIP** – This committee will review all finances for the Association. They will be responsible for reviewing all financial transactions relative to the Association and to provide a report on the status of the finances every two years. This committee will also locate and recruit sponsorships for the Association.
9. **MEMBERSHIP** – This committee will recruit new members, review all applications for membership and present them to the Board for approval. They will make any modification to the application for membership as directed by the Board.
10. **BY-LAWS** – This committee will maintain and update the by-laws as necessary and submit the updates to the Board and membership for approval as established in the by-laws.
11. **MERCHANDISE** – This committee will review all products to sell or give away to the membership displaying the O.A.T.I.A. logo. Product information for consideration will be presented to the Board for review and approval.

12. **ELECTION COMMITTEE** – This committee shall provide the Board a list of members to be considered for election to each officer’s position and on the Board of Trustees of the Association. They shall prepare ballots, count & certify the results of any election. This committee shall be comprised of three (3) Past Directors appointed by the Director.

## **ARTICLE XIII**

### ***ANNUAL DUES***

Each member shall pay prior to the beginning of the year that year’s dues. Membership will be from January 1<sup>st</sup> through December 31<sup>st</sup> of each calendar year. Such dues will be determined by the Board with notice to the membership. All Past Directors and Life Members are exempt from dues.

## **ARTICLE XIV**

### ***AMENDMENTS***

Alterations and amendments to the by-laws shall be presented in writing to the By-Laws Committee prior to any presentation to the Board or the Membership. After review by this Committee they shall be passed to the Board along with any comments, in writing. If approved by the Board, the Director shall present them to the membership at the annual meeting or a special meeting called for that purpose. A two-thirds (2/3) majority vote of those members voting shall be required to make said changes or amendments effective.