



Alberta  
Municipal  
Enforcement  
Association

# Constitution and Bylaws



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## NAME

The name of the Association shall be the “Alberta Municipal Enforcement Association”.

## MISSION STATEMENT

*To enhance and promote the profession of municipal enforcement through education, training and collaborative interaction.*

## OBJECTIVE

- (a) To bring together Municipal Enforcement Officers throughout Alberta for the purpose of mutual cooperation and assistance in the establishment of standard of enforcement in their respective fields.
- (b) To assist in the solution of common problems and internal or external enforcement related matters by means of open discussion and committee study.
- (c) To promote closer official and personal relationships between the Association Members and Law Enforcement Officials and heads of interested Government Agencies.
- (d) To respond with immediate cooperations at any level in the event of a local or national emergency.
- (e) To Promote and further high ethical standards among the members.
- (f) To promote and further the high standards of public relations for and on behalf of Municipalities represented by the Members.
- (g) To provide a resource for membership and outside agencies to access common information that has been reviewed and approved by the association.

## THE BYLAWS OF THE ALBERTA MUNICIPAL ENFORCEMENT ASSOCIATION

### DEFINITIONS

“Municipal Enforcement Officer” means a designated officer employed and appointed in an enforcement capacity by an employer of Municipal Enforcement Officers authorized pursuant to the Municipal Government Act. This includes Bylaw Enforcement Officers, Special Constables and Community Peace Officers.



## MEMBERSHIP

There are three membership designations:

- (a) **Regular Membership:** Regular membership will be open to any person actively engaged in the Association and duly appointed as a Municipal Enforcement Officer, a Bylaw Enforcement Officer or a Community Peace Officer. Only regular members have voting privileges and can serve on the executive.
- (b) **Associate Membership:** Associate Membership may be extended to any person, who, while not a Municipal Enforcement Officer, a Bylaw Enforcement Officer or a Community Peace Officer, is directly involved or actively interested in the objectives of the Association. Associate Members do not have voting privileges and cannot serve on the executive.
- (c) **Honorary Memberships:** Honorary Memberships may be extended by the Executive to any person who was a regular member for five years and/or served on the Association executive. When considering an application for an honorary member, either nominated or a personal request, the executive shall consider at minimum the following criteria:
  - Member must be a retired member of the association that has not retired to take another law enforcement role.
  - Member must be in good standing with the association upon retirement.
  - Member must be a member of the association for a 10-year period (10 years can be an accumulated 10-year period).

Any active member of the association can bring a nomination forward to the executive committee to be voted on by the executive board.

**Honorary Members do not have voting privileges and cannot serve on the executive.**

Membership may be revoked or changed for the following reasons:

- (a) No longer holding the position required for that level of membership.
- (b) No longer able to support the objectives of the Association.
- (c) Actions or performances that contravene the objectives of the Association.
- (d) Non payment of annual membership fees.



## EXECUTIVE

(a) The Executive of the Association includes the following:

- President
- Immediate Past President
- Vice-President
- Secretary
- Treasurer
- Publicity
- Membership
- Media/IT

Any member of the Executive who fails to attend three (3) consecutive Executive Meetings, without good cause, shall be deemed to have resigned his position.

(b) Executive Members shall hold offices for a period of two (2) years or until their successors are duly elected. An Executive Member shall not serve more than four (4) consecutive terms.

## SELECTION OF THE EXECUTIVE

(a) Members in good standing shall be appointed by the President to place names of candidates in nomination at the Annual Meeting. Nominations may also be made from the floor of the Meeting.

(b) Executive shall be elected at the Annual Meeting of the Association. Election shall be by secret ballot. The candidate receiving a majority of the votes cast shall be elected to the Executive position for which that candidate was nominated.

(c) Executive positions elected in even numbered years are:

- President
- Treasurer
- Membership
- Publicity

Executive positions elected during odd numbered years are:

- Vice-President
- Secretary
- Media/IT

## REGULAR MEETINGS

(a) The President of the Association shall preside at all meetings and in his/her absence the VicePresident Past President shall preside.



- (b) At all regular Executive meetings five members shall constitute a quorum.

## ANNUAL GENERAL MEETINGS

- (a) The Annual Meeting of the Association shall be held each year.
- (b) A majority of the members or more than twenty members shall constitute a quorum for the Annual General Meeting.
- (c) At the Annual Meeting the Executive shall present for approval the Annual Budget.

## SPECIAL MEETINGS

- (a) Special Meetings may be called by the President, or upon the written request of any five (5) Members. In either event, the purpose for which such a Meeting is called shall be stated to the Members. Where such a request is made by the Members, the President shall be required to hold such meeting within 90 days of receiving the request.
- (b) A majority of the members or more than twenty members shall constitute a quorum for the Special Meeting.
- (c) Notice of Special Meetings shall be forwarded to the Members by the Secretary at least one month prior to the date. Notice shall indicate the time and purpose for which such Special Meeting is called.
- (d) At Special Meetings, no business shall be transacted other than that stated in the call, unless there is unanimous approval by all Members present to amend the agenda.
- (e) Upon application by any Member, a discussion may be declared as confidential and the matter must be treated in a like manner.

**No information regarding the policies or activities of the Association shall be made public either to the press or otherwise, except by the approval of the Executive.**

## GENERAL DUTIES OF MEMBERS

- (a) The Members shall report through the Executive, on proposed measures for the benefit of the interests of the Association.
- (b) The Members should make every effort to advance the objectives of the Association.
- (c) The Members should support the Association and represent it in the best possible light.
- (d) To maintain their membership in good standing by payment of membership dues as required by the association.



## GENERAL DUTIES OF EXECUTIVE MEMBERS

All Executive/Chairman shall:

- (a) Attend Regular, Special and Annual General Meetings.
- (b) Maintain a file on all business transactions pertaining to the position for reference, and shall supply a copy of said file to the President upon request.
- (c) Prepare an Annual Budget request, listing anticipated expenditures and revenues for the area of responsibility.
- (d) Prepare an Annual Report for review by the General Membership at Annual Meetings.
- (e) Work to recruit an assistant who may, at the conclusion of the Member's term of office, be considered for nomination to an executive position. This shall not apply to the positions of President, 1 st Vice-President, and the Immediate Past President.
- (f) Have the authority to spend approved funds allocated within the budget for the designated purposes of the position.

## SPECIFIC EXECUTIVE DUTIES

### PRESIDENT

The President shall:

- (a) Be responsible for presiding over all Annual General Meetings, Special and Regular Executive Meetings, and shall be an Exofficio Member of all Committees.
- (b) Be responsible for guiding the affairs of the Alberta Municipal Enforcement Association as the Senior Executive Member.
- (c) Be responsible for representing the Alberta Municipal Enforcement Association on all Committees, Boards, or functions not otherwise identified in the terms of reference.
- (d) Be responsible for keeping and maintaining the master copy of the Alberta Municipal Enforcement Association's Constitution and Bylaws
- (e) Be responsible for preparing agendas for all Meetings and conducting Meetings in accordance with established rules of order.
- (f) Be responsible for facilitating the operation of the Alberta Municipal Enforcement Association and calling regular meetings of the Alberta Municipal Enforcement Association as required.
- (g) Be responsible for acting as one of the Signing Officers of the Alberta Municipal Enforcement Association.



## IMMEDIATE PAST PRESIDENT

The Immediate Past President shall:

- (a) Be responsible for presiding at all General Meetings of the Alberta Municipal Enforcement Association and at all Meetings of the Executive in the absence of the President and Vice President.
- (b) Be responsible for assuming all the duties/ responsibilities of the Vice-President in his/her absence.
- (c) Be responsible for performing those administrative duties assigned by the Executive.

## VICE-PRESIDENT

The Vice-President shall:

- (a) Be responsible for presiding at all General Meetings of the Alberta Municipal Enforcement Association and at all Meetings of the Executive in the absence of the President and Immediate Past President.
- (b) Be responsible for assuming all duties / responsibilities of that office in the absence of the President.

## SECRETARY

The Secretary shall:

- (a) Be responsible to the Executive of the Alberta Municipal Enforcement Association.
- (b) Be responsible for appointing such Committee Members as may be required to effectively deal with assigned duties.
- (c) Be responsible for all books and records of the Alberta Municipal Enforcement Association.
- (d) Keep the Minutes of all General and Executive Meetings of the Alberta Municipal Enforcement Association and give notice of all Meetings Be responsible for keeping such other records as the Executive may direct.
- (c) Be responsible for forwarding to each Executive Member the Minutes of the last Meeting, the agendas of the next meeting, the date, time and place of said meeting at least seven (7) days in advance.
- (d) Be responsible for receiving and answering with discretion all communication.
- (e) Be responsible for performing all other duties as may be required.





- (f) Be responsible for keeping email documentation from Executive when pertinent to decisions.
- (g) Be responsible for performing those administrative duties assigned by the Executive.

## TREASURER

The Treasurer shall:

- (a) Be responsible for receiving all monies collected or otherwise received on behalf of the Alberta Municipal Enforcement Association, issuing receipts, paying all accounts when approved, keeping accounts, receipts and vouchers.
- (b) Be responsible for depositing the funds of the Alberta Municipal Enforcement Association in banks as the Association may direct.
- (c) Be responsible together with either the President or VicePresident for signing on behalf of the Alberta Municipal Enforcement Association all bills, notes, cheques, debentures and all other papers and documents which pertain to the finances of the Association. Be responsible for maintaining an up-to-date record of Conference attendees and Trade Show Vendors.
- (d) Be responsible for maintaining an up-to-date record of all paid AMEA members.
- (e) Be responsible for documenting and carrying out the AMEA clothing orders.
- (f) Be responsible for drafting annual financial reports to be approved at the Annual General Meeting.
- (g) Be responsible for drafting and submitting the Societies annual return.
- (h) Be responsible for maintaining the Associations required insurance.

## MEDIA/IT

- (a) Be responsible for providing assistance with the setup and operation of audiovisual equipment for conferences, meetings and events.
- (b) Be responsible for setup Executive Members emails and provide necessary training.
- (c) Be responsible for regularly updating and maintain website contents.
- (d) Be responsible for generating reports analyze data to assess website performance and identify trends.
- (e) Be responsible for maintaining electronic copies of minutes and important documents.
- (f) Be responsible to work with the Publicity Officer to maintain social media accounts.



## ZONE REPS

- (1) Communicating and being the liaison with the municipalities within their zone between the municipality and the AMEA.
- (2) Contacting non-member agencies within their zones to promote the AMEA
- (3) Report to the membership officer any concerns within their zones
- (4) To support the membership officer
- (5) To attract and retain membership

## PUBLICITY OFFICER

The Publicity Officer shall:

- (a) Be responsible to the Executive of the Alberta Municipal Enforcement Association.
- (b) Be responsible for appointing such Committee Members as may be required to effectively deal with assigned duties.
- (c) Be responsible for ensuring that all material published by the Alberta Municipal Enforcement Association is factual and in good taste at all times.
- (d) Be responsible for collecting and submitting Alberta Municipal Enforcement Association news to be placed in the newspapers or other similar publications if and when they receive information from the other Executive or Membership. (It is not the duty of the Publicity Committee to seek out said information).
- (e) Be responsible for setting a deadline and advising the Executive of deadlines for receiving news, ads and letters to be published.
- (f) Be responsible for maintaining and updating the mailing list.
- (g) Be responsible for soliciting advertising for the Alberta Municipal Enforcement Association publications.
- (h) Be responsible for collecting and preparing advertising for the newsletter.
- (i) Be responsible for newsletter distribution.

## MEMBERSHIP OFFICER

The Membership Officer shall:

- (a) Be responsible to the Executive of the Alberta Municipal Enforcement Association.
- (b) Be responsible for appointing such Committee Members as may be required to effectively deal with assigned duties.
- (c) Be responsible for the annual membership drive and for conducting/sponsoring promotional activities as may be deemed necessary to increase membership in the Alberta Municipal Enforcement Association.



- (d) Be responsible for maintaining an up-to-date record of all Alberta Municipal Enforcement Association members and be prepared to provide a copy of said record to the Executive, upon request.
- (e) Be responsible for ensuring collection of membership fees as set by the Alberta Municipal Enforcement Association.
- (f) Be responsible together with the Education and Publicity Officer, in April of each year, to review Honorary Memberships and to ensure they are current. When it is felt that names should be removed, a list shall be prepared and presented to the Annual General Meeting for a vote.
- (g) Be responsible for the recruitment of Trade Show Vendors at the annual Conference.
- (h) Be responsible for the maintenance and distribution of Membership cards.
- (i) Be responsible communicating information and tasks to the zone reps.

## VACANCY OCCURRING DURING TERM

Where a vacancy occurs on the Executive Committee during a scheduled term, the Executive may appoint, pro term, at a scheduled Meeting of the Executive, a serving Executive Member or Regular Member to carry out the duties of the position. Where less than half of the term has been served before the vacancy shall attempt to recruit another Regular Member to fill the vacancy. Where the AGM is held prior to the secondary appointment expiring, the appointment shall be ratified at the AGM.

## COMMITTEES

The Executive may appoint committees as required and shall be responsible for appointing the committees and retaining power over funds and ultimate decisions of those committees.

## SIGNING AUTHORITY

The monies of the Association shall be placed in trust in a chartered bank. The Signing Officers shall be the President, Vice-President and Treasurer, any two of whom may sign.

## MEMBERSHIP FEES, DUES AND ASSESSMENTS

- (a) Eligible persons wishing to join the Association shall pay a membership fee as established by the Executive.
- (b) Members shall pay annual dues as established by the Executive.



## AMENDMENTS

- (a) The Constitution and/or Bylaws of the Association may be amended by presentation of a “Notice of motion” at least one (1) month prior to a Regular or Special Meeting of the Association and subsequently balloted on by the Members present.
- (b) A “Notice of motion” may be waived if, at the Regular or Special Meeting, there is unanimous approval to consider the amendment.

## RETIREMENT

Retiring active Members in good standing at time of such retirement may be considered for Honorary Life Membership provided they have served a minimum of five (5) years. Those Members who have extended extraordinary service may be appointed as Honorary Life Members without having served the minimum of five (5) years.

## VOTING

All voting at the Annual General or Special Meetings, shall be show of hands unless there is a motion duly made, seconded and carried that the vote shall be taken by written ballot. In such event, the Secretary shall distribute the ballots and collect same after they have been duly marked by the Members present on voting.

## PROCEDURE

Whenever a procedural question arises which is not covered by the Constitution and Bylaws of the Association, Robert’s “Rules of Order” (revised) shall be considered a part of the Constitution and the rules of procedure for the question involved.

## FISCAL YEAR

For auditing purposes, the Association will use the calendar year. (January 1 to December 31.)