

# Florida Association Of Police Explorers

## By-Laws / Standing Orders



**ARTICLE I**                    **NAME AND PURPOSE**

The Association will have a fictitious name to title itself. The Association will have a stated purpose for its operation as set forth in these Standing Orders.

**ARTICLE II**                    **MEMBERSHIP AND DELEGATES**

The Association will set requirements for law enforcement Explorer posts that wish to join the Florida Association of Police Explorers. The Explorers will contribute to the operation of their Association with elected officers and delegates, as set forth in these Standing Orders.

**ARTICLE III**                    **GOVERNING BODIES AND OFFICERS**

The Association will have governmental bodies that will regulate and conduct the business of the Association. They will include the Explorer Officers Board with the required elected and appointed officers; the Executive Board with the elected and appointed officers and their committees as set forth in these Standing Orders.

**ARTICLE IV**                    **ELECTIONS AND TERMS OF OFFICE**

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

**ARTICLE V**                    **FINANCES**

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

**ARTICLE VI**                    **COMMITTEES**

Section 1    PERMENENT/TEMPORARY

The Executive Director, State Advisor and/or the State President has the power to establish/abolish committees for the operation of the Association. These committees may have a permanent or temporary status as set forth in these Standing Orders.

## Section 2 MEETINGS

Any committee appointed by the Executive Director, State Advisor and/or the State President may meet at a location of their choice and as often as necessary. All committees will keep the Executive Director, State Advisor and/or the State President informed of the outcome of each meeting as set forth in these Standing Orders.

### **ARTICLE VII DISCIPLINE**

The Association will have rules and regulations to maintain order and discipline of the Association and its membership, as set forth in these Standing Orders.

### **ARTICLE VIII PARLIMENTARY PROCEDURES**

“Roberts Rules of Order” shall govern in all parliamentary matters when not in conflict with these by-laws.

### **ARTICLE IX STANDING ORDERS**

The Association is hereby authorized to adopt Standing Orders whose purpose will 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 regularly scheduled Association meeting as set forth in these Standing Orders.

### **ARTICLE X BY-LAW AMENDMENTS**

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

## **Standing Order #001**

### **ARTICLE I NAME AND PURPOSE**

SECTION 1 The name of the Association will be the **Florida Association of Police Explorers**. It may also be abbreviated as **F.A.P.E.** Within the By-Laws and Standing Orders F.A.P.E. shall be known as the Association. The explorer post of the Association may be referred to as the membership.

SECTION 2 The purpose of the Association is:

1. To bring together the Law Enforcement Explorer Posts of the State of Florida, in an effort to further their knowledge of law enforcement.
2. To bring about a relationship between the youth of the State and Law Enforcement Agencies.
3. To create and further the desire to become future law enforcement personnel.
4. To assist when needed, law enforcement agencies throughout the State.

## Standing Order #002

### ARTICLE II MEMBERSHIP AND DELEGATES

#### SECTION 1 MEMBERSHIP

*(Amended 7/20/22 eliminated Learning for Life reference)*

- A. Any Post seeking admission to this Association shall fulfill and maintain the requirements set by the Association as stated in these Standing Orders.
  - 1. Each Post of the Association must be sponsored by a certified Municipal, County, State, or Federal law enforcement agency.
  - 2. It will be the responsibility of the Executive Director, or his/her designee, to verify that the applicant has fulfilled the requirements for application. This will mean that the Post is sponsored by a law enforcement agency and be current with all dues and/or fees of the Association.
  - 3. By applying to the Association, the applicant agrees to pay all dues and fees as stated in this document, and to adhere to the By-Laws and Standing Orders of the Association.
  - 4. The Executive Board will vote to ratify the applicant's membership.

#### SECTION 2 DELEGATES

- A. Each Post in good standing may have a delegation at all State meetings. The delegation will be responsible for voting and representing their respective Post at State meetings.
  - 1. Each delegation may bring as many Explorers as they choose. However, only three (3) designated Explorers will be voting Delegates. They should consist of one (1) ranking Post Officer and two (2) other Post members. The individual Posts will elect their own respective Delegates.

## Standing Order #003

### ARTICLE III GOVERNING BODIES AND OFFICES *(Amended 1/23/10)*

#### SECTION 1 EXPLORER OFFICERS BOARD

- A. The elected Explorer Officers of this Association shall be the State President, State Vice President, five (5) Regional Representatives, and the State Chaplain. The State Youth Advisor, or a designee, will sit as a liaison on the Youth Board as a non-voting member.

The position of State Vice President will be determined by the Explorer running for the State President who receives the second highest number of votes. In the case of only one Explorer running for the position of State President, the position of State Vice President will be appointed by the State President.

- B. The State President will appoint the office of Secretary, Sergeant-At-Arms, and Historian.

#### SECTION 2 DUTIES *(Amended 1/23/10)*

- A. The **State President** shall:
1. Preside over meetings, such as State Delegate, Explorer committees, Explorer Officer Board meetings, and State Conference. He\She is also a member of the Board of Directors.
- B. The **State Vice President** shall:
1. Preside over meeting, such as State Delegates, Explorer Committees, Explorer Officer Board meetings, and State Conference in the absence of the State President.
- C. The Regional Representatives Shall:
1. Be elected from within their post region as listed below:

- a. **CENTRAL EAST REGION:** Osceola, Brevard, Orange, Seminole, Lake, Volusia, Flagler, Putnam, St. Johns, Clay, Duval, Nassau, Union, Baker, Bradford
- b. **CENTRAL WEST REGION:** Pinellas, Hillsborough, Polk, Pasco, Hernando, Citrus, Sumter, Marion, Levy, Dixie, Gilchrest, Alachua
- c. **NORTH REGION:** Columbia, Hamilton, Suwannee, Lafayette, Taylor, Madison, Jefferson, Wakulla, Leon, Gadsden, Liberty, Franklin, Gulf, Calhoun, Jackson, Bay, Washington, Holmes, Walton, Okaloosa, Santa Rosa, Escambia
- d. **SOUTHWEST REGION:** Manatee, Sarasota, Hardee, Desoto, Highlands, Charlotte, Glades, Lee, Henry, Collier, Monroe
- e. **SOUTHEAST REGION:** Okeechobee, Indian River, St. Lucie, Martin, Palm Beach, Broward, Miami-Dade

- C. The **State Secretary** shall keep accurate and complete minutes of all meetings of the Explorer Officers Board, Explorer committees, and/or as needed by the State President. The minutes will be filed in a notebook and made accessible at each Delegates meeting.
- D. The **State Chaplain** shall give the invocation and benediction at each State function.
- E. The **Sergeant-At-Arms** shall be appointed by the State President and will maintain order and control at all Delegates meetings. He\She will be tasked to guard and take control of the FAPE ballot box at the FAPE elections. The Sergeant-At-Arms will deliver the ballot box to have the votes counted, as stated in the election process.
- F. The **State Historian** shall be appointed by the State President and will maintain an accounting of the history of the Association. This will include photographs, news clippings, etc., to be placed in a FAPE history book.

### SECTION 3 EXECUTIVE BOARD

*(Amended 7/20/22 eliminated Learning for Life reference)*

- A. The Executive Board will be the unit that conducts the daily operation, legal business, and administration of the Association.
  
- B. The Executive Board will maintain a full Board, consisting of the presiding Officer known as the Executive Director; a Financial Officer, appointed by the Executive Director; an Advisor from each of the five (5) regions, elected by the body of Advisors of their respective region; one (1) At Large Advisor position, elected by the Advisor body; one (1) Competition Officer, appointed by the Executive Director; and one (1) Range Master, appointed by the Executive Director. The State Youth Advisor is a voting member of the Executive Board and is appointed by the election of his\her youth to the State Presidency. The Executive Board may also appoint committees as necessary.
  1. The Executive Director, his\her regional Advisors, the State Youth Advisor, and the Competition Officer will have the duties of conducting the business of the Association, and to arrange for the operation of State competition, pistol matches, and the Delegates meetings.
  
  2. The Financial Officer shall:
    - a. Receive and bank all monies due the Association.
    - b. Keep bookkeeping records of such funds.
    - c. Pay expenditures by check.
    - d. Pay bills from the Association, only when clearly authorized, and when receipts for expenditures are attached.
    - e. Disburse all monies as the Association may direct.
    - f. Report, in writing, the annual Revenue & Expenditure report at the first State meeting, following the State conference.
    - g. Have, at a minimum, an independent audit of the Association's financial records every even numbered year. The audit report will be presented to the Association at the last Delegates meeting of the year.
    - h. Submit simple quarterly reports to the Association on revenues and expenditures for the quarter.
    - i. Have written approval from the Executive Director for checks written in excess of \$999.99. This approval may be in the form of a letter, fax, or initials on the check of the Executive Director.



## SECTION 4 THE BOARD OF DIRECTORS

- A. The Board of Directors will be a combination of the Explorer Officers Board and the Executive Board and will meet collectively to discuss and implement the operations of the Association. Meetings will be called by the Executive Director.

### Standing Order #004

## ARTICLE IV ELECTION & TERMS OF OFFICE

### SECTION 1 ELECTION OF STATE EXPLORER BOARD OFFICERS

- A. Any member in good standing may run for election of an Association office. The Explorer may announce their intention to run for office from January 1<sup>st</sup> to the last Delegates meeting, prior to State competition. Each running candidate will turn in a *Political Candidate Registration Form* no later than the close of the last Delegates meeting. The State President, State Secretary, and/or the State Advisor will make the forms available.
- B. Elections for the Explorer Officers Board will be held at the State competition. It will be a secret ballot and held on a day and a location set by the Board of Directors.
- C. A Delegates meeting will be held on a day prior to Election Day to allow candidates to give their campaign speeches. The State President will preside over the meeting, setting an equal time frame for each candidate, approximately three minutes.
- D. The Explorer Officers Board will appoint an ELECTION COMMITTEE to preside over the election. A volunteer from each region will be recruited to act as election officials. The State Youth Advisor will have ballots printed, with the name and office being sought. A photo of the candidate will be optional. At the election, the Secretary will call roll call for each Post to obtain their ballots. The vote will take place and the ballots placed in the FAPE ballot box by roll call. The Sergeant-At-Arms will ensure that no one enters the voting room once the voting begins, and until all ballots are placed in the box. Once the voting is completed, the Sergeant-At-Arms, the Chairperson of the Election Committee, and the State Youth Advisor, will transport the ballot box to a designated place where the ballots will be counted. A member of the Executive Board will be present to unlock the ballot box. In the event the

State President is an incumbent, he/she will not be allowed to count the ballots. If not running for re-election, the State President will preside over the ballot count. The Sergeant-At-Arms and an Executive Board member will remain with the ballot box throughout the process. The outcome of the election will be announced upon completion of the vote count.

- E. The newly elected State Officers will take the Oath of Office at the closing ceremony. This will begin their term of office.
- F. All declared candidates will be at the election. The Explorer Board may waive this requirement if a candidate is unable to attend due to circumstances beyond their control.
- G. Write-in ballots are not allowed and will not be counted.
- H. Any Post that attends the State conference and does not attend the election meeting, will forfeit their right to vote and will be so noted by the Secretary.
- I. A Post that can not attend the State conference and wishes to vote, may obtain a ballot and mail it to the Executive Director by registered mail, via U.S. Mail, FedEx, or UPS. The envelope will not be opened until all votes are counted.
- J. In the event of a tie election, the five (5) elected members of the Youth Board will vote to break the tie. The President will not vote. A vote will take place immediately after learning of a tie.

## SECTION 2 ELECTION OF EXECUTIVE BOARD MEMBERS

- A. Any Advisor of any law enforcement Post, who is a member in good standing with FAPE, is eligible for nomination to the Executive Board. Nominations will be accepted from any Advisor. Advisors must run for the office in their respective region, except for the one (1) At Large position.
  - 1. The fifth (5<sup>th</sup>) position on the Executive Board shall be considered "At Large," and shall be elected by all regions. This position will be known as the Asst. Executive Director.
  - 2. In the event a region has no nominations, that position reverts to an "At Large" position. If no one runs for the open position, the Executive Director can appoint someone to that vacant position.

- B. Each candidate will be allowed an introduction speech, not to exceed three (3) minutes. Members elected to Board positions may seek unlimited terms.
- C. The vote will be by secret ballot at the Advisors meeting and the results immediately announced.
- D. The vote by the Advisors will be made from their respective region, as set forth in Standing Order #003, Section 2, Sub-section B, paragraph 1, sub-paragraphs a, b, c, and d. There is only one (1) vote per Post. A candidate may cast their Post vote.

### SECTION 3 TERMS OF OFFICE (*Amended 1/23/10*)

- A. Explorers holding elected office on the Youth Board will hold their respective offices from the close of the State conference, until the close of the State conference the following year.
  - 1. Appointed Officers, such as the Sergeant-At-Arms, Secretary, Historian, and committees, may have the pleasure of the same terms of office as the Youth Board, unless directed by the State President on terms less than one (1) year.
  - 2. If no one runs for an open Regional Representative position, the President may have the ability to hold a special election at any Delegates Meeting to fill the vacancy.
- B. Advisors elected to the Executive Board will serve for a one (1) year term, running from State conference to State conference; with the exception of the Executive Director, who will serve for a two (2) year term. Positions filled due to a resigned or terminated position, will serve out the term.
  - 1. Appointments or committees made by the Executive Direction, serve a one (1) year term or less, as decided by the Executive Director.
  - 2. The State Youth Advisor holds their office by the election of the State President belonging to their Post. In the event the State Youth Advisor must leave the FAPE position, but remains the Post Advisor, then the Regional Director of the State Youth Advisor's region will take over. If the Advisor is

removed from the Post, the incoming Post Advisor has the right to continue the term. If the incoming Advisor refuses, the Regional Director will assume the term. The State Youth President is not affected.

SECTION 4 RESIGNATION OR IMPEACHMENT OF YOUTH BOARD MEMBER *(Amended 1/23/10)*

In the event of the resignation or impeachment of an Youth Board member, a new election will be held to fill the vacant position. If the President resigns, or is impeached, the Vice President will be sworn in as the new State President and will have the ability to appoint an Explorer to the Vice President position. The newly sworn State President will hold the position until the next State Delegates meeting where the position will be up for reelection.

SECTION 5 RESIGNATION OR IMPEACHMENT OF EXECUTIVE BOARD MEMBER

In the event of the resignation or impeachment of an Executive Board member, a new election will be held to fill the vacant position. If the Executive Director resigns, or is impeached, the Asst. Executive Director will assume the position of Executive Director for the remainder of the term. Their position will be deemed vacant and up for election at the next Association meeting or appointment should no one wish to run.

## Standing Order #005

### ARTICLE V FINANCES

#### SECTION 1 DUES

*(Amended eliminated penalty fee and revised fiscal dates 7/20/22)*

- A. The Association will set a calendar fiscal year of January 1<sup>st</sup> to December 31<sup>st</sup>.
  
- B. The Association will set a flat annual membership fee of one hundred dollars (\$125.00). This fee is due between January 1<sup>st</sup> and April 1<sup>st</sup> of the same year. This will be considered the deadline date for all Posts registered in the Association. The Executive Board shall have the ability to amend or change the provision of this section
  
- D. The Association will have set penalties and sanctions for non-payment of dues.
  - 1. Any Post not paid in full by the deadline date will not be allowed to participate at the annual State competition. Any fees and/or monies paid towards the competition\conference may be forfeited.
  - 2. The Association may levy a twenty-five dollar (\$25.00) late fee for each thirty (30) day period after the deadline of December April 1<sup>st</sup>.
  - 3. After one hundred-eighty days (180) delinquent, the Executive Director will generate a registered letter by U.S. Mail to the head of the affected Post, notifying him\her that their Post has been removed from the Association for non-payment of dues. Removal eliminates the affected Post from the State conference.
  - 4. Any Post who has terminated their membership with the Association will be charged a twenty-five-dollar (\$25.00) membership fee. This fee may be waived by the Executive Board for non-issue resignations, i.e. Post disbands, etc.

5. Any Post may resign in good standing from membership. However, there will be a re-application fee of one hundred-twenty-five dollars (\$125.00).

## SECTION 2 PROJECTS

- A. The Executive Board may approve special fundraising drives or projects, using the name of the Florida Association of Police Explorers.

## SECTION 3 ACCOUNTS

- A. The Executive Board will maintain an account within a financial institution for monies received into the Association.

## SECTION 4 BUDGETS

- A. It will be the responsibility of the State Finance Office to prepare all budgets, investments, and/or Loss & Profit reports to the Executive Board and the membership for review and approval.
- B. Any request for refund of monies from FAPE must be made in writing to the Adult Board. The decision of that Board will be final.

## **Standing Order #006**

### **ARTICLE VI COMMITTEES**

#### **SECTION 1 PERMANENT COMMITTEES**

- A. The following committees shall be considered permanent:
1. Competition; appointed by the Executive Director and a member of the Executive Board.
  2. Conference; appointed by the Executive Director and should involve the Advisor of the hosting Post of the State competition.
  3. Pistol Competition; appointed by the Executive Director.
  4. Membership; appointed by the Executive Director.
  5. Elections; appointed by the Executive Director.
  6. By-laws; appointed by the Executive Director.
  7. Discipline; appointed by the Executive Director.
    - a. The Competition Event and Pistol Competition committees will be responsible for maintaining and/or updating their respective Rules for Competition. Changes will be approved by the Board.

#### **SECTION 2 TEMPORARY COMMITTEES**

- A. The Executive Board may establish Temporary committees, as needed, to operate the Association.

## **Standing Order #007**

### **ARTICLE VII-DISCIPLINE**

#### **SECTION 1 STATE OFFICERS EMPOWERED**

- A. The Executive Board and the Explorer Officers Board will have the power to discipline any member who violates the By-laws or Standing Orders of the Association. It will also maintain a Disciplinary committee for violations of the Code of Conduct.
  - 1. In the event the governing bodies of the Association have evidence that a member has violated the Rules and Regulations, By-laws, and/or Standing Orders, the Officers may take action in one or more of the following ways:
    - a. Verbal reprimand to the accused or their supervisor.
    - b. Written reprimand to the Post agency.
    - c. Ejection from the State function.
    - d. Suspension from the Association.
    - e. Removal from the Association.
- B. The State Post Advisors will have the power, by a majority vote, to establish a committee to bring action against the Executive Board in the event the Board violates the By-laws and/or the Standing Orders of the Association.
- C. The State Delegates will have the power, by a majority vote, to establish a committee to bring action against the Explorer Officers Board in the event the Board violates the By-laws and/or Standing Orders of the Association.

#### **SECTION 2 IMPEACHMENT OF ELECTED EXPLORER OFFICERS**

- A. Any member may present, in writing to the Board of Directors, a request to impeach an elected State Explorer Officer.
- B. A majority vote of the Delegates present at a regularly scheduled State Delegates meeting is needed for the impeachment to pass.
- C. An impeached Explorer Officer may appeal the decision through the Appeal Process.



### SECTION 3 IMPEACHMENT OF ELECTED ADVISORS

- A. Any member may present, in writing to the Board of Directors, a request to impeach an elected Advisor.
- B. The accused has the right to be present and be heard. The vote will be by the Association Advisors at the next scheduled Delegates meeting. Each Post will have one (1) Advisor vote. A majority vote is needed for impeachment.
- C. An impeached elected Advisor will have no means of appeal.

### SECTION 4 APPEALS

- A. If the impeachment against an Explorer member is brought forward by a member of the Association, the appeal may be heard and voted on by the Board of Directors. A majority vote is needed to pass and stay the impeachment or action.
- B. If the impeachment is brought forward by the governing bodies, the Executive Board, Explorer Officers Board, or Board of Directors, the appeal will be to the respective Delegates or Advisor Delegations. Appeals will be at the next State Delegates meeting following the impeachment vote.

### SECTION 5 CONDUCT

- A. The Board of Directors may set rules, such as curfews, dress codes, or other rules of conduct, that will govern all members of the Association.
  - 1. The Association realizes that some regulations may be less strict or stricter than that of individual Posts. It is needed for uniformity that all members adhere to the rules of the Association.

## Standing Order #008

### ARTICLE VIII PARLIAMENTARY PROCEDURES

#### SECTION 1 ROBERTS RULE OF ORDER

- A. "Roberts Rule of Order" provides a group guide to democratic action, and can help guarantee orderliness and fair play. Heads of the governing bodies of the Association will use Roberts Rule of Order.

#### SECTION 2 BY-LAWS

- A. The By-laws may be amended at the annual State conference. Any proposed change to a By-law must be in writing to the Association, citing the Article number and the exact rewording of that Article. By-law changes must give all Association Posts in good standing the right to review and vote on the change.
  - 1. Whenever a change in the By-laws is legally proposed, it will be the Executive Director or his\her designee's responsibility to mail a copy of the proposal to all Posts in good standing, who are not at the meeting of the proposal. The mailing will be by registered mail, and the Executive Director will maintain a record of the mailing. The Post receiving the mailing will have fourteen (14) days to review, vote in writing, and return the ballot. The ballot will be returned, via registered mail, with the Post retaining a record of the mailing.
  - 2. After fourteen (14) days and all mailings are accounted for, either by return or exceeding the time limit, the Executive Director will advise the Association of the outcome. The Executive Director may implement the change immediately, or as called for by the change.
  - 3. A two-thirds (2/3) majority vote is needed to pass.
  - 4. The Standing Orders of the Association may be amended at any of the State Delegates meetings by a majority of the posts present and in good standing.

## Standing Order #009

### ARTICLE IX STANDING ORDERS

#### SECTION 1 RESOLUTIONS

- A. In addition to the By-laws and Rules of Order, in nearly every Association resolutions of a permanent nature are occasionally adopted, which are binding on the Association until they are rescinded or modified. These are called **Standing Orders** and can be adopted by a majority vote at any FAPE State meeting. A majority vote will be from the entire Association under the following procedures:
1. Any change to the Standing Rules will be submitted in writing to the Executive Board, who will present it to the Association under Robert's Rules of Order. The Advisors at the State meeting, where the proposal was presented, will vote on the proposal.
  2. The vote may be conducted by a show of hands, roll call, or secret ballot; and will be recorded in the Minutes of the meeting.
  3. The Executive Director will send a copy of the proposed change to any Post in good standing, via registered mail. The absentee Post Advisor must, in order to have a vote, return a vote by registered mail within fourteen (14) days of receipt.
  4. Upon all registered letters being accounted for, by receipt or time limit, the Executive Director may deem the proposal passed or rejected. He\She may implement any successfully passed changes immediately.
  5. A two-thirds (2/3) majority vote will prevail in order to pass any change in the Standing Orders.
  6. In the event of a tie vote, the tie will be broken by a vote of the Executive Board.

## Standing Order #010

### ARTICLE X BY-LAWS

#### SECTION 1 ARTICLES

- A. 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 an Association for its internal governance. By-laws define the rights and obligations of various Officers, persons, or groups within the Association, and provide rules for routine matters, such as calling meetings and the like.

#### SECTION 2 BY-LAW CHANGES

- A. By-laws may only be amended at a FAPE State conference. The Executive Director will follow the procedures set forth in Standing Order #008, Section 2, Sub-section 2, paragraph a, sub-paragraphs 1, 2, and 3.

#### Amendments

Standing Order #003 / Article III / Governing Bodies and Offices  
Section 2 Duties C, 1, **a/b/c/d/e**. Language Change 6/2005

Standing Order #003 Article III Governing Bodies and Offices  
Section 1 **a** Language Change  
Section 2 **a/b** Language Change  
Section 3 **a-2** Added Language  
Section **4** Language Change  
1/23/10

Standing Order #002 eliminating Learning for Life reference 7/20/22  
Section 3 eliminating Learning for Life reference 7/20/22

Standing Order #005 adjusting fiscal year time period, eliminating one time membership application fee and amending time period for payment of membership fee's 7/20/22

