

**NEW HAMPSHIRE ASSOCIATION OF CAMPUS LAW ENFORCEMENT  
ADMINISTRATORS**

ARTICLES OF AGREEMENT

PREPARED BY THE DIRECTORS/CHIEFS OF  
SECURITY & CAMPUS LAW ENFORCEMENT  
OF THE NEW HAMPSHIRE COLLEGES AND UNIVERSITY  
INSTITUTIONS OF HIGHER LEARNING

\*OCTOBER 13, 1993

• Amendments were made to Article 1, *Name*, Article IV, Section 1; Paragraph A, *Eligibility* and Article IV, Section 4; Paragraph C, *Membership* on February 20, 2002. Article V, Section 2, Paragraph B, Subparagraph 2, *Powers and Duties* and Article VI, Section 1, *Finances* on November 15, 2007. Article M, Section 4, Paragraph C, *Membership* on October 19, 2011

## **ARTICLES OF AGREEMENT**

### **NEW HAMPSHIRE ASSOCIATION OF CAMPUS LAW ENFORCEMENT ADMINISTRATORS**

#### **ARTICLE I – NAME**

The name of the association shall be “The New Hampshire Association Of Campus Law Enforcement Administrators, commonly referred to as the N.H. Campus Chiefs.”

#### **ARTICLE II – DURATION**

The duration of this Association shall be unlimited.

#### **ARTICLE III – PURPOSE**

The purpose of the Association is as follows:

1. To promote the common interest in the administration of campus law Enforcement and Security programs, including the operation, policies, development, training, and procedures on College and University campuses, as a non-profit organization.
2. To promote professional goals, ideals, and standards so as to better serve the educational objectives of institutions of higher learning.
3. To enact in monthly meetings, through by laws, resolutions or public statement upon any subject of general concern to the members on behalf of the Colleges and University promoting the safety security and welfare of all campus members.
4. To schedule, plan and conduct regional meetings of the Association for the discussion of matters of common concern and to enhance professional knowledge and skills of its members.
5. Provide a forum to foster cooperation with assisting member institutions and collaborating in programs of mutual assistance.

## ARTICLE IV – MEMBERSHIP

### Section I. Eligibility:

- A.
  - a. Any New Hampshire institution that offers an educational degree program to include private or public secondary institutions
  - b. Hospitals

Shall be eligible for full membership, on condition that such institutions provide their own employees and Administrative organization to care for the needs involving safety, security and/or law enforcement services. Contracted private security organizations shall not be entitled to membership.
- B. All institutions of higher education, as defined above, even though a branch member of a parent institution, shall be entitled to one voting member. An individual who coordinates law enforcement programs, including safety and security, for a college or university system, or several higher educational institutions, or his/her designee, shall be considered to represent that institutional system. The institutional representative must be a full time employee and not be compensated by any contract service or private company. All institutional membership applications must be reviewed and approved by the membership Committee.
- C. Retired members of the Association may be nominated by vote of the Membership committee. The membership committee shall determine the criteria to be met by such retired members with such designation to be recommended to the President of the Association by the membership committee and approved by him/her. Retired members shall be non-voting members of the Association.

### Section 2 – Representative:

- A. Any eligible institution in good standing as a member, may delegate one person to represent the institution as its voting member at the monthly and any other special meeting which may be called.

### Section 3 – Election to Membership:

- A. Application of new members shall be submitted to the Board of Directors for review and recommendation. Membership application together with the recommendation of the Board of Directors, shall be submitted to and voted upon by a majority of members present at the next meeting of the Association.

Section 4 – Termination of Membership

- A. Membership to the association may be terminated by the full membership, after just cause has been found based upon an appropriate set of specifications that allege improper service of duty and office. Should an institutional member elects to terminate membership, the Board of Directors shall investigate the basis for the termination and report to the membership at the earliest opportunity.
- B. Recognizing that all members have a significant work load, difficult schedules, and other obligations, members are encouraged to designate representation in his/her absence to foster a continuation of development and protect the interest of the respective institution.
- C. The annual dues of this Association are as follows and must be paid between July 1st and October 1st:

Institutional Membership	\$60.00
Retired Membership	\$ 0.00

Section 5 - Reinstatement of Membership:

- C. Any institution whose membership has been terminated, may be reinstated to membership by action of the Board of Directors.

**ARTICLE V – ORGANIZATION**

Section 1 – Officers:

The officers of the Association shall be President, Vice President, and Secretary-Treasurer, serving for a term of two years.

Officers whose terms have expired shall be elected by a majority vote of the Association at the April/May meeting of the Association. All Officers must be institutional members in good standing.

A. President – Powers and Duties

Shall be the executive officer of the Association.

Shall be a member and chairperson of the Board of Directors.

Shall preside over all meetings of the Association and all meetings of the Board of Directors.

Shall have the authority to appoint all committees of the Association and shall serve as an ex-officer member of each appointed committee.

It shall be the duty of the President to appoint replacements to officer positions vacated prior to the expiration of the elected term, said appointment to complete the remainder of the un-expired term of office. All appointed positions shall be approved by a majority vote of the membership at the next scheduled meeting of the Association following the appointment.

**B: Vice President – Powers and Duties:**

Shall occupy and assume the duties of the President in his/her absence.

Shall serve as chairperson of at least one standing committee.

May serve as a member of other committees at the discretion of the President.

**C: Secretary/Treasurer – Duties and responsibilities:**

Shall give notice of all meetings of the Association and Board of Directors.

Shall keep and maintain minutes of such meetings.

Shall be responsible for the records of the Association and for correspondence of the Association under the direction of the President.

May serve on committees at the discretion of the President.

Shall collect all moneys owed to the Association.

Shall disperse all funds for expenditures duly authorized, upon majority vote of members present at the monthly meetings of the Association.

Section 2 – Board of Directors:

A: Composition:

1. The Board of Directors shall consist of the President, Vice President and Secretary/Treasurer.
2. The day to day business of the Association shall be carried out by the President, assisted and counseled by the Board of Directors.

B: Powers and Duties:

1. Shall rules on questions of policy which may arise between meetings.
2. Members of the Board of Directors are authorized to make emergency expenditures between business meetings of the Association, not to exceed \$500.00

**ARTICLE VI – FINANCES**

Section I – General Fund:

All income of the association shall be deposited in the general fund and shall be available to pay the expenses of the Association as provided for in the Articles of Agreement of the Association. No NHACLEA member, New Hampshire Campus Safety Academy Administrator or individual serving under the auspices of the Association will enter into a financial agreement exceeding \$500.00 with Association funds without the approval of the membership by a majority vote. The Association is not organized for the purpose of profit or to engage in any activity ordinarily carried on for profit. No part of the general fund shall inure to the benefit of any private individual.

Section 2 – Audits

The Board of Directors shall provide for all fiscal arrangements and an annual audit of the general fund.

## **ARTICLE VII – AMENDMENTS**

Changes in the Articles of Agreement:

These articles of agreement may be amended, repealed, or suspended only by a two – thirds vote of the members of the Association present and voting at a regular meeting.

Any proposal for such amendment, repeal, or suspension shall be in writing, filed with the Secretary at least 30 days previous to such meeting and shall be signed by the member or members making such proposal. The Secretary shall send written notice containing the proposed amendment, repeal, or suspension of these articles to each voting member of the Association not less than fourteen (14) days before the date of said meeting.

## **ARTICLE VIII – STATEMENTS OF POLICY**

All releases and statements of any information concerning the policy of the Association shall be issued by the President of his/her designee.

## **ARTICLE IX – ORDER OF BUSINESS**

The order of business for all regular and special meetings of the Association shall be:

1. Reading of the minutes or previous meeting(s).
2. Treasurer's report.
3. Report of the Board of Directors.
4. Standing Committee reports.
5. Old Business.
6. New Business.
7. Good of the Association.
8. Campus Go Around report.
9. Adjournment.