

**The Articles of Organization and Bylaws
for the
MASSACHUSETTS LAW ENFORCEMENT
FIREARMS INSTRUCTORS & ARMORERS ASSOCIATION**

ARTICLE I – Official Name

1. The official name of the organization shall be the Massachusetts Law Enforcement Firearms Instructors & Armorers Association

ARTICLE II – Mission Statement

The Massachusetts Law Enforcement Firearms Instructors & Armorers Association (hereafter referred to as "the Association"), is formed to promote professionalism, continued education, and improvement in training methods and techniques of the proper law enforcement use of firearms; and to promote and foster mutual cooperation, discussion and interest in law enforcement firearms training, officer survival and tactical skills; and to provide a means for the exchange of ideas and information regarding law enforcement firearms training; and to conduct seminars, conferences, and research into training methods, educational activities, new firearms technologies, publications and other lawful and appropriate means for attaining these goals.

The Association endeavors to secure and enlist as members of the Association, all those persons who are engaged in the field of law enforcement firearms training, education and related fields, and to continuously maintain and upgrade the firearms training of law enforcement personnel in the Commonwealth of Massachusetts.

Additionally, the Association is organized exclusively for charitable and educational purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code.

ARTICLE III - Membership, Elections and Appointments

1. The Association shall have the following classes of members:

a. **ACTIVE MEMBER** - Active membership is open to all duly sworn full time, part time and volunteer law enforcement officers of any duly constituted local, county, state, federal law enforcement agency within the United States of America, who have successfully completed a law enforcement firearms instructor certification course and whose duties include training of other law enforcement personnel in the law enforcement use of firearms, or whose duties involve the maintenance and repair of law enforcement firearms for their respective agencies. Active Members who, either through promotion or transfer, are no longer assigned to firearms instruction, training, armorer or similar duties, shall retain their status as Active Members so long as annual dues are paid on time.

b. **ASSOCIATE MEMBER** - Associate membership is open to non-sworn personnel working within law enforcement whose duties include firearms training and education, representatives of private industry engaged in the design, development, manufacture, or training in firearms, ammunition and other related technologies designed for law enforcement use. Sworn law enforcement personnel from agencies outside the United States of America may join as Associate Members, and have all the rights and privileges of Associate membership.

c. **LIFE MEMBER** - Active Members who retire from their respective agencies while they are Active members of the Association shall be considered to be Life Members.

d. **RETIRED MEMBER** – Active members who retire from their respective agencies while they are an Active Member of the Association and who wish to remain active with the day to day operation of the Association as delineated in other sections of these By-laws may choose “RETIRED MEMBER” status rather than Life Member and shall be considered to be Retired Members.

2. Membership Dues & Payments

a. Dues for all Active, Retired and Associate Members shall be an amount set by the Treasurer and approved by a majority vote of the Executive Board, to be paid annually on or before September 30th of each year to cover for the next fiscal year, which starts on July 1st.

b. Life Members shall be exempt from the requirement for payment of annual dues.

c. Any Active or Retired Member who is in arrears in their dues shall not be eligible to vote at any regular or special meeting of the Association, or hold any elected or appointed office unless and until such dues are paid up.

d. Members who are in arrears on their dues by more than three (3) months may be declared inactive at the discretion of the Secretary, and dropped from the membership rolls.

3. Application For Membership

a. All candidates for membership shall submit a completed and signed application to the Secretary, listing their training, law enforcement firearms instructor or armorer certification, experience and qualifications as an active law enforcement firearms instructor or armorer, and certifying their current assignment as such. It is strongly encouraged that new members be sponsored by a current Active Member of the Association.

b. The application shall be in a standard format provided by the Association Secretary.

4. Membership Card

a. All Active, Retired and Associate Members shall receive a membership card that designates their class of membership which shall be issued annually at the beginning of each Association fiscal year.

b. Life Members shall receive a LIFE MEMBER card that shall have no expiration date.

5. Eligibility to Vote and Hold Office

a. Only Active and Retired Members of the Association may run for elected office and serve as elected members of the Executive Board, as defined in these Articles of Organization.

b. The right to vote in annual elections and on any matter coming before the membership is granted to all Active and Retired Members who are paid up with their dues.

c. Associate and Life Members may serve as members of any standing or special committees as the President may deem appropriate. Associate and Life Members may hold appointed offices as defined in these Articles of Organization, when so appointed by the President.

ARTICLE IV - Assets, Activities, Name Change, Official Insignia, Executive Board, Appointed Officers, Nominations for Office, Duties of Elected Officers, Salaries, Meetings, Committees, Amendments and Voting Methods

1. Assets

- a. No part of the net earnings of the association shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof.
- b. Upon the dissolution of the association, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.
- c. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the association is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

2. **Activities**

- a. No substantial part of the activities of the association shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the association shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, this association shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes of this association.

3. **Name Change**

- a. The Association may at its pleasure, by majority vote, change its name.

4. **Official Insignia**

- a. The Association shall have an official insignia in the form as follows comprising of a brass circle surrounding a gold six pointed star badge. Inside the star is a brass cartridge case with “MLEFI&AA” on the upper portion of the rim and “1984” on the lower portion of the rim. The primer in the center of the cartridge case is dimpled as if struck by a firing pin.



- b. The logo shall be the sole property of the Association and its unauthorized use is prohibited.

5. **Executive Board**

- a. The Executive Board shall consist of the elected officers of the Association.

6. **Elected Officers**

- a. The following elected officers shall be nominated and elected annually:
President
First Vice President
Second Vice President

Third Vice President
Secretary
Treasurer
Master-At-Arms.

7. Appointed Officers

a. The President, the advice and consent of the Executive Board, may appoint members to serve in the following appointed positions as circumstances and the needs of the Association require:

Training Coordinators/Advisors (3 each)

Project Coordinators (2 each)

Legal Advisor

Librarian

Quartermaster

Editor/Publisher of the Association Newsletter "The Case Head"

b. The terms of Appointed Officers shall run co-terminus with that of the Elected Officers.

c. No member may be appointed to any position unless his/her dues are paid up.

8. Nominations For Office

a. Nominations for Elected officers shall be made annually at the December meeting. In the event the December meeting is cancelled, the President may call for nominations by mail (to include E-mail).

9. Elections

a. Elections for elected officer positions shall be held annually at the January meeting. In the event the January meeting is cancelled for reasons beyond the control of the Executive Board, the President may postpone the election to the next regularly scheduled meeting.

b. Only Active and Retired Members present at the time of election shall be eligible to vote for Elected Officers.

10. Duties of the Elected Officers

a. **PRESIDENT** - The President of the Association shall preside at all membership meetings. The President is, by virtue of his office, the head of the Executive Board. The President shall appoint all standing and special committees, and shall have executive control over such committees. The President, along with the Treasurer, shall have the authority to sign checks on behalf of the Association. The President shall have such powers and authority as may be reasonably construed as belonging to the chief executive of any organization.

b. **FIRST VICE PRESIDENT** - The 1st Vice President shall in the event of the absence or inability of the President to exercise his office, become Acting President of the Association with all the rights, privileges, duties and powers as if he had been duly elected President. The 1st Vice President shall be designated the Director of Training and will be responsible for coordinating all training and certification conducted by the Association.

c. **SECOND VICE PRESIDENT** - The 2nd Vice President shall in the event of the absence or inability of the 1st Vice President to exercise his office, become Acting 1st Vice President of the Association with all the rights, privileges, duties and powers as if he had been duly elected 1st Vice President. The 2nd Vice President shall be the Chairman of the By-Laws Committee.

d. THIRD VICE PRESIDENT - The Third Vice President shall in the event of the absence or inability of the 2nd Vice President to exercise his office, become Acting 2nd vice President of the Association with all the rights, privileges, duties and powers as if he had been duly elected 2nd Vice President. The 3rd Vice President shall be the Chairman of the Awards Committee.

e. SECRETARY - The Association Secretary shall:

1. Issue the call for all meetings of the Association. He shall maintain and keep records of all Association proceedings and receive and answer all official communications of the Association.

2. Provide assistance to any standing and special committees, as necessary to carry out the work of the committee.

3. Make a year-round effort to increase the membership of the Association.

4. Receive and answer all communications addressed to the Association or any that may be submitted to him by officers of the Association for that purpose. He shall receive all applications for membership. He shall attend all regular and special meetings of the Association, and all meetings of the Executive Board, and keep a full record of all such meetings. He shall perform other such duties as may be required of him by appropriate resolution of the Executive Board and/or the membership.

f. TREASURER - The Treasurer shall exercise all the duties incidental to the office of Treasurer including having the care and custody of all monies belonging to the Association, and shall be solely responsible for such monies, except as provided below.

a. The Treasurer shall be one of the Officers authorized to sign checks for the Association. He shall maintain an account in a regular business bank or trust company in the name of the Association.

b. No special funds shall be set aside that make it unnecessary for the Treasurer to sign a check issued upon it, except that the Secretary, with the consent of the Executive Board, may maintain a petty cash fund of no more than one-hundred (\$100.00) dollars in cash for incidental expenses, and may access Association funds via electronic banking/debit card for purchases and expenses incurred when the Treasurer is unavailable to issue a check for said expense.

c. The Secretary shall submit receipts and documentation for all such expenditures to the Treasurer monthly.

d. The Treasurer shall render, at such regular intervals as the Executive Board may determine, a written account of the finances of the Association and such report shall be physically affixed to the minutes of the meetings where such reports are rendered.

e. The Treasurer shall, at the expiration of his term of office, promptly deliver all records, books, papers and other property of the Association, and all monies, receipts and accounts of the Association to his successor in office or to any other person as the Executive Board may direct by appropriate resolution.

g. MASTER AT ARMS – The duties of the Master-at-Arms shall be to maintain order and decorum at all regular and special meetings of the Association; and to check the membership credentials of persons present at the direction of the President. The Master-At-Arms shall also assume such other duties as may be determined by the President, including, but not limited to the overseeing of annual elections.

11. Salaries

a. No Elected or Appointed Officer of the Association, with the exception of the Secretary by virtue of his official duties, shall be entitled to receive any salary or stipend from the Association.

- b. A monthly stipend of \$150.00 per month may be paid to the current Association Secretary provided it does not jeopardize the Association financially. An annual financial review shall be conducted by the Executive Board at the end of the fiscal year (September) to determine if adequate funds are available to support this payment for the next fiscal year. Projected income from dues and any other fixed sources of income may be considered in making this determination.
- c. Should the total cash assets of the Association be depleted to an amount of two thousand five hundred dollars (\$2500.00) or less, this stipend shall be discontinued immediately. The Executive Board may reinstate the payment of this stipend by means of a two thirds (2/3) majority vote when the total cash assets of the Association exceeds three thousand dollars (\$3000.00) and the projected income will support the stipend. The Secretary shall not be entitled to back pay or retroactive payments for those months when a stipend was not paid.
- d. The Executive Board may, by majority vote, discontinue this stipend at any time.

12. Meetings

- a. Regular meetings of the Association shall be held on the fourth Tuesday of each month, September through June, at a time and place determined by the Executive Board, but the date, time and place may be changed by the President and/or Executive Board as circumstances dictate.

13. Committees

- a. The President may appoint such standing and special committees as he may determine to be in the best interests of the Association.
- b. The term of such committees shall run for one year or less if their purpose has been fulfilled or if terminated by the President.
- c. The President may also make such other appointments as he may deem to be of benefit to the Association.

14. Amendments

- a. Proposals for amendment to these By-Laws shall be made in writing and shall be served upon the Secretary at least thirty (30) days prior to any vote taken thereon; and the Secretary shall serve a copy of such proposed amendment upon each Active Member at least 15 days prior to any vote taken thereon. The fifteen and thirty day notice requirements may be met by notification using Electronic mailing systems and the posting of proposed amendments in a secure (members only) area of the official Association web site.
- b. No change, alteration or amendment to these By-Laws shall be made, except by an affirmative vote of three-fourths (3/4) of the Active Members present, presuming the presence of a quorum.
- c. The presence of 15 or more members at any meeting where such proposed amendment, change or alteration is made shall constitute a quorum.
- d. In the event a vote can not be taken for two consecutive meetings due to the lack of a quorum, the Executive Board shall be allowed to approve the proposed change by an affirmative vote of three-fourths of the Board members.

15. Voting Method

- a. All votes taken at regular meetings of the Association, except for the election of officers, shall be done via voice vote.
- b. Votes for elected officers shall be by written ballot by those members present at the meeting as specified in these articles.
- c. No balloting shall be conducted by mail.

ARTICLE V – deleted 9/2010

ARTICLE VI - deleted 9/2010

(Approved by the membership on September 28, 2010)