

FLORIDA SHERIFF'S EXPLORER ASSOCIATION

BY- LAWS

ARTICLE I. NAME AND PURPOSE

Section 1. The name of the association shall be the Florida Sheriff's Explorer Association a 501c3 organization.

Section 2. The purpose of this association is:

- A. To bring together the Sheriff's Explorer Posts of the State of Florida in an effort to further the knowledge and understanding of law enforcement.
- B. To foster interest and assist in forming and organizing new Posts.
- C. To further the relationship between the youth and their communities while representing their respective agencies.
- D. To coordinate and enhance the progression of membered units through training and programming.
- E. To assist in any manner, law enforcement agencies throughout the state.
- F. Maintain organization through proper communications.
- G. To maintain an image and follow the guidelines as approved by the organizational sponsor, The Florida Sheriff's Association:

Said organization is organized exclusively for charitable, religious, educational, and scientific 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.

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization 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 the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other purposes not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or 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. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization 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.

ARTICLE II. MEMBERSHIP AND DELEGATES

Section 1. Membership

A. Any Post seeking admission to the Florida Sheriff's Explorer Association shall be sponsored by a member Post of this organization. This organization shall then verify that they have fulfilled their requirements to become a member of the State Association.

(1) Requirements

a) Each post petitioning for membership within the Florida Sheriff's Explorer Association must provide proof of liability insurance which covers each member of the petitioning post and must maintain such insurance as long as the post is a member of the Florida Sheriff Explorer Association.

(b) Each petitioning Post must receive 2/3 majority votes of Posts present.

(c) Each post must be affiliated with a Sheriff's Office.

B. It shall be the responsibility of the sponsoring Post to notify the Regional Vice-President of the qualifications of a new petitioning Post when joining.

Section 2. Delegates

A. Each Post shall have a delegation present at the quarterly meetings and state convention.

B. Each county shall have one vote.

ARTICLE III. EXPLORER OFFICERS AND DUTIES

Section 1. Officers

A. The Explorer Executive Board of the Florida Sheriff's Explorer Association shall consist of:

1. President

2. Six Regional Vice-Presidents:

1. West Panhandle – includes the following counties: Escambia, Santa Rosa, Okaloosa, Walton, Holmes, Bay, Washington, Jackson, Calhoun, Gulf, Liberty and Gadsden.

2. East Panhandle – includes the following counties: Leon, Wakulla, Jefferson, Madison, Taylor, Hamilton, Suwannee, Lafayette, Dixie, Columbia, Franklin and Gilchrist.

3. Northern – includes the following counties: Nassau, Baker, Duval, Clay, Saint Johns, Bradford, Union, Alachua, Putnam, Flagler, Levy and Marion.

4. West Central – includes the following counties: Pinellas, Hillsborough, Polk, Manatee, Hardee, Highlands, Citrus, Glades, Charlotte, DeSoto, Sarasota, Pasco and Hernando.

5. East Central – includes the following counties: Volusia, Sumter, Lake, Seminole, Okeechobee, Osceola, Orange, Brevard, Indian River, Saint Lucie and Martin.

6. Southern – includes the following counties: Lee, Hendry, Palm Beach, Broward, Collier, Miami-Dade and Monroe.

3. Secretary

4. Treasurer

- 5. Chaplain
- 6. Historian
- 7. Parliamentarian
- 8. State Advisor

B. The Explorer Executive Board shall have the power to veto any recommendation or action made by the state association, but may be overruled by 2/3 vote of association present.

1. The Advisor Board shall have the power to override any recommendation or action by the Explorer Board.

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Section 2. Duties

- A. The President being the Chief Executive Officer shall:
 - (1) Preside over all meetings of the Association.
 - (2) Observe the By-Laws and all other rules for the government of the Association.
 - (3) Appoint all committees not otherwise provided for with approval of the Executive Board.
 - (4) Require all officers of the Association to diligently and faithfully perform their duties.
 - (5) Announce any decisions of the Executive Board of all subjects.
 - (6) Sign all reports, certificates, documents or correspondence that may require his/her signature.
 - (7) Perform such duties, as the nature of his/her office requires.
 - (8) Call meetings of the Board of Executives or the Association as provided.

B. Vice-Presidents

- (1) The Regional Vice-Presidents represent their respected regions.
- (2) The Vice-President from the Presidents Region will act as first assistant to the President.
 - (a) The first assistant shall assume the duties of the President in his/her absence.

- (b) Shall the Secretary, Treasurer, Chaplain, Historian, or Parliamentarian be absent at a State Function; the Regional Vice-President of that officers region shall perform the duties.
- (c) Shall the Regional Vice-President from said region be unable to perform the duties of the office; the State President shall appoint any other Regional Vice-President to perform the duties of the absent officer.

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- (3) In the absence of the President and the first assistant, the President will appoint a Regional Vice-President to assume his/her duties.
- (4) The Regional Vice-President's shall:
 - (a) Present petitioning members to the State Association.
 - (b) It shall be the responsibility of the Regional Vice-President to advise the petitioning Post if they do not meet the qualifications of the State Association.
 - (c) To correspond with each Post within the Region and to update and advise them of upcoming activities, meetings and conventions in order to promote participation and attendance.
 - (d) The Regional Vice-President has the power to invite Visitors or delegates to a Florida Sheriff's Explorer Association Delegation meeting or convention in order to inform and or assist in organizing and or applying to the Florida Sheriff's Explorer Association.

C. Secretary shall:

- (1) Keep accurate and complete minutes of all board meetings of this Association and the Explorer Executive Board.
- (2) Keep records of the names and addresses of all membered posts and their Advisors.
- (3) Handle all correspondence of an official nature and shall issue all notices, documents and communications.

D. Treasurer shall:

- (1) Keep true and accurate financial records on behalf of the Association.
- (2) Give Treasurer's report at all meetings.
- (3) Be responsible for receiving funds to be turned over to the State Advisor Board Treasurer.
- (4) Request in writing to the State Advisor Board for the disbursement of funds.

E. Chaplain shall:

- (1) Give invocation at the beginning of each State function.

- (2) Give the benediction at the conclusion of each State function.
- (3) Send notes or cards at ones own discretion or at the request of the President.

F. Historian shall:

- (1) Be responsible for acquiring all publicized material and data from each membered Post.
- (2) Turn all photographs and material to the State Advisor at the end of the State Conference and Delegates.

G. Parliamentarian shall:

- (1) Be responsible for seeing that any question dealing with Roberts Rules of Order be resolved.
- (2) Control the entry and exit of people into and out of the meeting room.
- (3) Enforce and control conduct during all meetings.

H. State Advisor shall:

- (1) Be appointed by the newly elected Explorer Board President.
- (2) Any Active Advisor in Good Standing.
- (3) Act as the Liaison between the Explorer Board and the Advisor Board.
- (4) Be available for the guidance and/or counsel to the Explorer Board.
- (5) Act as a representative to the Explorer Board during Annual Elections.
- (6) Collect all the historical data, photographs and material from the Explorer Board Historian after the State Conference.
- (7) Be the Chair of the Public Relations Committee.

ARTICLE IV. EXPLORER EXECUTIVE BOARD ELECTIONS AND TERM OF OFFICE

Section 1. The election of officers shall be conducted at the State Annual Conference. Nominations shall be open at December Delegates and closed at the March Delegates meeting.

- A. President
- B. Six Regional Vice-Presidents
- C. Secretary
- D. Treasurer
- E. Chaplain
- F. Historian
- G. Parliamentarian
- H. State Advisor

Section 2. Those eligible for State office shall be members of posts that have belonged to Florida

Sheriff's Explorer Association for at least one year and has attended two out of the three major meetings.

- A. Nominees for President, Secretary, Treasurer, Chaplain, Historian, and Parliamentarian can be nominated by any county; other than their own, and seconded by any other county, including their own (in regards to elected positions with the exception of Regional Vice-President).
- B. Nominees for Regional Vice-President shall be nominated by a county within their Region; other than their own (unless they are the only county within their region present), and seconded by any other county, within their region. (If they are the only county present within their region, any county may second the nomination).

Section 3. Nominations will be opened at the first business meeting of the December delegates and will be closed at the end of the first business meeting of the March delegates meeting.

- A. No one county can nominate more than one person for the same office.
- B. Nominees shall be present to accept the nomination, but are not required to be present at the State Conference.

Section 4. The newly elected officers will assume their duties at the closing of the Annual Banquet at the State Convention. The outgoing officers will conduct all business to and including the Banquet.

Section 5. The term of office shall be on a fiscal basis, beginning and ending with the conclusion of the Annual Banquet at the State Convention.

Section 6. The election of all officers shall be by a secret ballot.

Section 7. An elected officer may serve no more than two years in any one office.

Section 8. Regional Vice-Presidents will be elected by secret ballot by region.

- A. Only the counties within the nominees region shall elect the offices of Regional Vice-Presidents. In the event of a tie, all counties present will vote on that office. In the event of a second tie, the office will then be appointed by the Executive Board.

Section 9. The President shall appoint any member to take over an office that is vacant before re-election.

ARTICLE V. FINANCES

Section 1. There will be a flat fee of seventy-five dollars per county.

- A. These membership fees and dues will be due on the last regular meeting of the State delegates prior to the State Convention.

Section 2. Special fund raising drives or projects may be conducted with the approval of the Executive Board for any special event or project, using the name of the Florida Sheriff's Explorer Association.

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Section 3. The Explorer Executive Board will determine the handling and delegation of funds.

Section 4. Dues are considered late after the close of the State Convention. To be reinstated a \$25.00 late fee will be assessed.

ARTICLE VI. PERMANENT COMMITTEES

The State President/Advisor Chairperson shall have the authority to create committees. The committee shall have in place Association and Committee Guidelines before the conclusion of the organizational meeting. These guidelines are created by the committee, reviewed by the creating authority, and voted on by the respective bodies. The tenure of the committee shall be concurrent with the term of the appointing State President/Advisor Chairperson. Explorer committees must have the approval of the State Advisor.

- Section 1. Permanent committees shall be established as the need arises in the following categories:
- A. Awards and Scholarships Committee
 - a. This committee shall consist of a minimum of 4 advisors and a maximum of 6 advisors.
 - b. When possible each region shall be represented on the committee
 - c. The committee shall have a chairperson of the committee elected by the advisors appointed to the committee.
 - d. This committee shall be responsible for the review and the awarding of FSEA Awards and Scholarships.
 - B. Training Committee
 - a. This committee shall consist of a minimum of 6 advisors. Additional members may be appointed at the discretion of the Chairperson of the Executive Board.
 - b. When possible each region shall be represented on the committee.
 - c. The committee shall have a chairperson of the committee elected by the advisors appointed to the committee.
 - d. This committee shall be responsible for the review and implementation of training standards. This shall also include competition scenarios.
 - C. By-Laws and Standardization Committee
 - a. This committee shall consist of a minimum of 4 advisors and a maximum of 6 advisors.
 - b. When possible each region shall be represented on the committee
 - c. The committee shall have a chairperson of the committee elected by the advisors appointed to the committee.
 - d. This committee shall be responsible for the recommendations and review of the FSEA By-Laws to ensure consistency. This committee shall also be responsible of ensuring compliance of the By-Laws throughout FSEA.
 - e. The committee shall also review all FSEA operations for standardization and shall be responsible for enacting general orders through guidelines established in Standard of Operations.

1. The Standard of Operations shall be formed and maintained by the By-Law and Standardization Committee.
2. The Standard of Operations shall be finalized and approved by the State Advisor Executive Board prior to taking affect.

D. Host and Membership Committee

- a. This committee shall consist of a minimum of 4 advisors and a maximum of 6 advisors.
- b. When possible each region shall be represented on the committee.
- c. The committee shall have a chairperson of the committee elected by the advisors appointed to the committee.
- d. The Host committee shall also include 1 advisor from the host county, when appropriate and only if that county is not already represented on the committee.

E. Public Relations

- a. This committee shall consist of a minimum of 2 advisors and a maximum of 6 advisors in which one shall be the State Advisor and one shall be the Webmaster.
- b. When possible each region shall be represented on the committee.
- c. The Public Relations committee shall be responsible for the following, but not limited to:
 1. Media Relations
 2. Press Releases
 3. Social Media and Networking
 4. Website and Advertisement
 5. Spokesperson (PIO)

F. Sheriff's Advisory Committee:

- a. This committee shall consist of a minimum of 4 Sheriff's and a Maximum of 6 Sheriff's.
- b. When possible each region shall be represented on the committee.
- c. The committee shall have one sheriff appointed by the Advisor Board of Directors as a liaison between the Florida Sheriff's Association and The Florida Sheriff's Explorer Association.
- d. The Sheriff's Advisory Committee shall be responsible for the following, but not limited to:
 1. Organizational Support throughout the community
 2. Professional guidance and assistance within the program
 3. To help facilitate growth in FSEA through the FSA

ARTICLE VII. MEETING OF THE PRESIDENTS

Section 1. The President or a representative of each Post shall meet at the Delegate Meetings to exchange ideas and information.

ARTICLE VIII. ADVISORS

Section 1. Advisors to each Post shall be responsible for having the delegates present at the State Delegates Meeting. This includes regional meetings called by the Regional Vice-Presidents.

Section 2. Advisors shall meet before the State Delegates Meeting to discuss problems and promote programs with the State Association.

Section 3. The State Advisor's Board is composed of one Advisor from each county that is in good standing. Good standing in the association is defined by having dues and all other fees paid current. This Advisor shall be designated by their agency as the "Senior Advisor", and shall represent their county in the voting of the Advisor's Board. All other adult members shall be defined as an "Advisor" for the Association Rules and By-Laws. Each county shall have one vote in the Advisor's Board regardless of size or number of posts.

Section 4. The State Advisor's Board shall have the authority to:

- A. Override or veto, without exception, any proposal, amendment, or other action that is presented by the Florida Sheriff's Explorer Association Executive Board, Delegate(s) or general members at large.
- B. Propose amendments to the Florida Sheriff's Explorer Association Executive Board, Delegates(s) or general members at large.

Section 5. Proposals, amendments and other actions presented to the State Advisors Board will be voted on by a 2/3 roll call vote of the State Advisor's Board present.

- 1. A minimum of five counties must be present to have a quorum as a State Advisor Board in reference to voting on any action of FSEA.

Section 6. The State Advisors Executive Board shall consist of the State Advisors.

This board shall consist of the following:

- 1. Advisor Chairperson
- 2. Vice-Chairperson
- 3. Range Master
- 4. Assistant Range Master
- 5. Secretary
- 6. Treasurer
- 7. Sgt. at Arms
- 8. Chaplain.

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Section 7. Duties

A. The Advisor Chairperson shall:

- (1) Preside over all Advisor meetings.
- (2) Observe the By-Laws and all other rules for the government of the Association.
- (3) Appoint all Advisor committees.

- (4) Require all officers of the Association to diligently and faithfully perform their duties.
- (5) Announce any decisions of the Advisors Board.
- (6) Sign all reports, certificates, documents or correspondence that may require his/her signature.
- (7) Perform such duties, as the nature of his/her office requires.

B. The Vice-Chairman shall:

- (1) Handle all responsibilities of the chairperson in their absence.
- (2) Oversee all Advisor committees.

C. The Range Master shall:

- (1) Be responsible for all aspects of the range.
- (2) Supply the Association with competition information, forms and score cards.
- (3) Maintain records/affidavits of competitions and make available to Advisors.
- (4) The final decision on all aspects of range matters.
- (5) Appoint a Safety Officer for each competition. The Safety Officer's sole function is range safety.
- (6) Must be a FDLE Certified Active Firearms Instructor.

D. The Assistant Range Master shall:

- (1) Handle all Range Master responsibilities in their absence.
- (2) Assist the Range Master in safety, relays, scoring and calculating score cards.
- (3) Must be a FDLE Certified Active Firearms Instructor.

E. The Secretary shall:

- (1) Keep accurate and complete minutes of all Advisor meetings.
- (2) Keep records of the names and addresses of all posts and their Advisors.
- (3) Handle all correspondence of an official nature and shall issue all notices, documents and communications for the Advisors of the associations.

F. The Treasurer shall:

- (1) Keep true and accurate financial records on behalf of the Association.

- (2) Give a Treasurer's report at all meetings.
- (3) Be responsible with the Explorer Treasurer for receiving and disbursing all monies.
- (4) Responsible for filing all documents as it relates to State and Federal guidelines for 501c3 and not-for-profit regulations and status.

G. The Sgt. at Arms shall:

- (1) Be responsible for seeing that any question dealing with Roberts Rules of Order are resolved.
- (2) Enforce and control conduct during all Advisor functions.
- (3) Control the entry and exit of people into and out of the meeting room.

H. The Chaplain shall:

- (1) Give invocation at the beginning of each Advisor function.
- (2) Give the benediction at the conclusion of each Advisor function.
- (3) Send notes or cards at ones own discretion or at the request of the President.

- Section 8. The election of the Executive Board of the State Advisors shall be conducted at the Annual State Conference.
- (A). Vice-Chairperson and Assistant Range Master are appointed by their respective counterparts.
- Section 9. Nominations for positions within the Executive Board of State Advisors will be opened in December and closed in March.
- Section 10. The term of office shall be a two year term, beginning and ending with the conclusion of the Annual Banquet at the State Conference on even years.
- Section 11. The Executive Board of the State Advisors shall appoint any member to fill an office that is vacant before re-election.
- Section 12. The Executive Board of the State Advisors shall have no voting rights except those defined in Article VIII, Section 3 and 4. The Executive Board Chairperson shall vote in the event of a tie.
- Section 13. In the event that the Chairperson and Vice-Chairperson leave office the Secretary shall take the position of Chairperson of the board.

ARTICLE IX. ATTENDANCE

- Section 1. There shall be four delegates meetings annually, one to be held at the Annual Conference.

- A. A post should not miss more than two Delegates meetings to be prepared for the State Conference.
- B. To be prepared for the State Conference, every post should attend the last Delegates Meeting prior to the Annual State Conference.

Section 2 Any post that has not conformed to Section 1 of the Attendance policy in the Florida Sheriff's Explorer Association By-Laws will be subject to the following:

- A. Every post has one year (four delegates meetings) in which to either make payment of their dues, or contact the Regional Vice-President or State President as to why they will not be present at the Delegates Meeting for an extended period of time.
- B. After the one-year period a warning will be sent to the county in question. This warning will inform the county that they have until the next Delegates meeting or three months in which to present themselves at the specified Delegates meeting, make payment of their dues, or contact their Regional Vice-President or State President about their lack of participation.
- C. If the county fails to heed the three-month warning, the county will then be struck from the Florida Sheriff's Explorer Association roll sheet. If the county wishes to rejoin the Florida Sheriff's Explorer Association, the county will then have to follow proper By-Law procedure, located under Article II, Section 1 of the Florida Sheriff's Explorer Association By-Laws and re-petitions for admission into the Florida Sheriff's Explorer Association.

ARTICLE X. DELEGATES MEETING

Section 1. There shall be four Delegates Meetings held annually. One to be held as the Annual State Conference.

Section 2. The four Delegates Meetings will be held as follows:

- A. September
- B. December
- C. March
- D. June (Annual Convention)

Section 3. The Association will vote on the Delegates Meeting location nine months prior to that meeting.

Section 4. The Association will vote on the State Convention location twelve months prior.

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ARTICLE XI. DISCIPLINE

Section 1. Intentional violation of the By-Laws of this association shall be dealt with by action from the Advisor Executive Board. Action taken shall range from loss of voting privileges not to exceed one year, suspension from convention or dismissal from the association.

ARTICLE XII. PARLIMENTARY PROCEDURES

Section 1. The current edition of Roberts Rules of Order shall govern in all parliamentary matters when not in conflict with these By-Laws.

ARTICLE XIII. AMENDMENTS

- Section 1. These By-Laws may be amended at any of the Delegates meetings, the Annual State Conference or at an Advisor Worskshop.
- A. The proposed amendments must be submitted to the State Advisor Board prior to a Delegates Meeting or a State Meeting.
 - B. Before an amendment becomes effective in the Association By-Laws it must be submitted to the State Advisors Board for review and voted on. Disapproval by the State Advisors Board of any amendment is final.
 - C. There will be a roll call vote by the counties present, which will be recorded as such, and the record of the vote shall be attached to the copy of the amendment.
 - D. Said amendments must be passed by 2/3 majority of Posts present. A minimum of 5 counties need to be present to have a quorum for the 2/3 majority.
 - E. Once approved, an amendment takes effect immediately.

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CONVENTION GUIDE LINES*

The purpose of this convention is to allow explorers a chance to meet for training and the exchanging of ideas. For this reason, these general rules are set forth to guide our activity through the conference. Violators of the following will be held responsible by the organization and Executive Board.

- 1. Violation of any federal, state, or local ordinance.
- 2. Careless, negligent, or unlawful use of any weapon.
- 3. Possession or use of any drug, alcohol, or similar intoxicant without a prescription.
- 4. Members of the opposite sex will not be allowed in the same room after curfew; without proper chaperones or expressed advisor permission.
- 5. Failure to treat other members or civilians in a courteous and civil manner.
- 6. Curfew will be 2300 hours for all explorers attending.

7. Individuals assigned to a room will be responsible for its well being.
8. Vandalism and property damage will be the responsibility of the individual, not the Florida Sheriff's Explorer Association.
9. Exceptions to any of the above must have the expressed permission of the Executive Board, Florida Sheriff's Explorer Association.
10. Surcharges for the December, March and September delegates; \$5.00 per attendee will be submitted to the treasurer within 60 days upon the conclusion of the delegates meeting.
11. State Treasurer will provide the hosting county an invoice for the surcharge.
12. If the hosting county doesn't pay the surcharge within the 60 Days, they will lose the privilege to host a future delegates, workshop or conference.

*Ratified by Florida Sheriff's Explorer Association members, May 1979.