

Kentucky Sheriffs' Association ~ By Laws

Article I: Purposes

The purpose of the Association shall be to promote and protect the Constitutional office of the Sheriff within the Commonwealth of Kentucky; to assist Kentucky's Sheriffs in the performance of their duties; to provide educational and training opportunities to Sheriffs and their Deputies; to provide expertise and professional services to Sheriffs where required to perform the duties of such office; to promote and provide for the safety of Sheriffs, Deputies and all other law enforcement officers; to educate the public and to otherwise promote the observance of law and order within the Commonwealth, and to suppress crime; and to support and develop the youth of the Commonwealth of Kentucky by sponsoring the Kentucky Sheriffs' Boys and Girls Ranch for the underprivileged children.

Article II

Section 1: Every active Sheriff, bonded Deputy Sheriff, former Sheriff, and Sheriff-elect of the Commonwealth of Kentucky shall be eligible for membership in the Kentucky Sheriffs' Association upon receipt of their annual dues. The annual dues are set by the Kentucky Sheriffs' Association Board of Directors on an annual basis at a regularly scheduled board of director meeting. Once the annual dues are received, the county's, and full and part time employees of the Kentucky Sheriffs Association Boys and Girls Ranch that has paid their dues are eligible for the KSA accidental death insurance policy. The Accidental Death policy covers the elected Sheriff in the amount of \$10,000 and \$5,000 for all other full and part time sworn and un-sworn personnel on the sheriff's payroll at the time of death.

Section 2: Kentucky Sheriff Associate memberships can be obtained for a fee of \$50.00. Of the \$50.00, \$25.00 will go to the Kentucky Sheriffs' Association Boys and Girls Ranch; \$15.00 will go to the Kentucky Sheriffs' Association; and \$10.00 to Kentucky Pre-Trial Services Records Division. All potential applicants must fill out an application, along with a Criminal Background Check Request Form provided by the Commonwealth of Kentucky Pre-Trial Services. A check for \$50.00 will be submitted at the time of the application and background form. A background check will be conducted by a designate determined by the Kentucky Sheriffs' Association Board of Directors. All applicants must be presented to the KSA Board of Directors for approval. If an applicant is rejected by the KSA Board of Directors a refund of \$40.00 will be returned to the applicant. The \$10.00 fee will cover the cost of the administrative fee imposed by the Pre-Trial Services Record Division, for the Criminal Background check conducted.

Section 3: The Board of Directors may, by resolution, prescribe the conditions of eligibility, rights and privileges, and procedures for the selection of associate and honorary members; provided, however, that no associate or honorary member shall be entitled to vote on any matter before the Association, nor shall he or she be eligible for any office in the Association.

Article III

Section 1: The members shall meet annually at such place and times as the Board of Directors shall designate. Notice of such annual meeting shall be given to each member at least 15 days prior to the meeting. The Kentucky Sheriff's Associates members will meet at least once a year at the annual Kentucky Sheriff's Associate conference. **The President along with the board will set the the meeting dates at the January meeting for all monthly meeting of the Kentucky Sheriffs Association.**

Section 2: Special meetings of the Association may be called at such time and place as the Board of Directors may designate. Such special meetings may be called by the President, any officer or any member, provided that written notice of any such meeting shall be given at least seventy two (72) hours to each member who is a duly elected or serving Sheriff, such Sheriff being individually responsible of notifying past Sheriff's or member deputies of the meeting. Notice may be given by mail, facsimile, telephone or email, or a combination thereof.

Section 3: A majority of the membership present of the Association shall constitute a quorum for the conduct of any business which may come before any annual or special meeting of the Association.

Article IV

Section 1: The following officers shall automatically move up one position at the annual conference to take office January 1 of the following year; Vice-President to President, 2nd Vice-President to Vice-President, 3rd Vice-President to 2nd Vice-President. The following officers are to be elected at each annual convention: Third Vice-President, Secretary-Treasurer, Sergeant-at-Arms, and ten members elected to serve as Board Directors. The Immediate Past President shall serve along with each officer for one year. As a Past President you will continue to serve on the Board of Directors as long as you are an elected Sheriff. Any Kentucky Sheriff duly elected as a Sheriff of the Commonwealth who is appointed or duly elected to fill a position to the National Sheriffs Association board, shall be a member of the Kentucky Sheriffs' Association Board of Directors with full voting powers as long as they are on the board of the National Sheriffs' Association. The President, Vice-President, Second Vice-President, Third Vice-President, Secretary-Treasurer, Sergeant-at-Arms, and ten members elected to serve as Board Directors term will consist for one calendar year, beginning on January 1st and the term of office shall commence on December 31. **Should any of the Executive Offices become vacant, all current Vice Presidents shall advance one position as an interim, with the exception of the 3rd Vice President seat to remain vacant until the annual conference, when a vote by the Kentucky Sheriffs Association body occurs at the annual conference. After the interim, all Vice Presidents that moved up, will hold their position for one calendar year beginning in January 1 and shall commence on December 31.**

Section 2: Any officer may be removed by the Board of Directors for just cause.

Section 3: Third Vice President and Sergeant of Arms shall have at least one year of prior board experience and be in good standing to be eligible to run for that position. Secretary/Treasurer and the ten (10) board members shall be nominated by the nominating committee and or from the floor at the annual conference. All KSA officers and board members shall be a duly sworn Sheriff during the full term of their office.

Section 4: The election of officers from among those duly nominated shall be held on the final day of the annual convention. Voting shall be a secret ballot. Ballots shall be counted openly by the Secretary-Treasurer and the results immediately announced to the membership. He/She may appoint such tellers as may be needed in the vote tabulation. The President, Vice-President, Second Vice-President, Third Vice-President, Secretary-Treasurer, Sergeant-at-

Arms, and ten members elected to serve as Board Directors term will consist for one calendar year, beginning on January 1st and the term of office shall commence on December 31 of that year.

Section 5: No person shall vote in any election unless he/she is in attendance and registered at the convention, his annual assessment has been paid, and he is an active Sheriff, one bonded Deputy of an active Sheriff, all former Sheriffs (not presently in office) **that are in good standing** and all newly elected Sheriffs may vote if (1) his county assessment has been paid or (2) he pays his **current annual dues. Each shall have one vote.** He shall identify himself by name and county as an "A" (Active Sheriff): "B" (Bonded Deputy): "C" (Sheriff-elect); or "D" (Former Sheriff) to the Treasurer before being handed a ballot in the election. The Secretary-Treasurer, with his/her assistants, shall keep an accurate record of those who received ballots.

Article V

The officer shall have the following duties:

Section 1. PRESIDENT: He shall preside at all meetings of the Association, appoint all standing and such interim committees as shall be necessary to carry on the business of the Association, approve of all other committees, install his successor in office, and do all things appropriate to his office. He shall also serve as Chairman of the Board of Directors and vote off all ties.

Section 2. VICE PRESIDENT: The First, Second, and Third Vice-Presidents, in that order, will perform the duties of the President in the event of his absence or disability and succeed to his office in the event of a vacancy.

Section 3. SECRETARY-TREASURER: The Secretary-Treasurer shall be financial officer of the Association. Such funds shall be deposited by the Secretary-Treasurer to the credit of the Association in such depository or depositories as the Board of Directors may designate. The Secretary-Treasurer shall collect and receive for deposit all monies due and owing to the Association. The Secretary-Treasurer shall draw no checks or warrant for payment of the Association funds without the countersignature of the Chairman of the Board or an office designated by him to so act; provided, however, that the Board of Directors may, by resolution, authorize the Secretary-Treasurer to disburse funds on his signature alone up to a \$250.00 amount. The Secretary-Treasurer shall keep such records as the Board of Directors may prescribe. The Kentucky Sheriff's Association shall operate if financial records beginning on January 1 and will close out the books on December 31. At each annual meeting of the Association, he shall submit a complete written report at any time concerning the finances of the Association. Before commencing performance of his duties, the Secretary-Treasurer shall furnish bond, with corporate surety, upon such terms and in such amount as the Board of Directors may prescribe. The bond shall be in favor of the Association and conditioned upon the faithful performance of his duties. The premium of such bond shall be paid by the Association.

Section 4. SERGEANT-AT-ARMS: The Sergeant-at-Arms shall maintain order at any meeting of the Association and shall act as doorkeeper at such at such meetings. He may expel from the place of meeting any person who is creating a disturbance or who is guilty of any other misconduct.

Article VI: Board of Directors

Section 1. The business and property of the Association shall be managed By the Board of Directors. The President, Immediate Past President, First, Second, and Third Vice-President, The Secretary-Treasurer and the Sergeant-at-Arms shall serve on the Board of Directors for their term in office. The ten (10) Directors, elected at the annual meeting shall serve on the Board for the duration of their terms and until their successors are elected and qualify. All

past Presidents for the duration of their term shall serve on the Board of Directors.

Section 2. The President shall serve as Chairman of the Board and in his absence or incapacity, the First, Second, or Third Vice-President shall serve, as the case may be.

Section 3. The Secretary-Treasurer shall serve as secretary to the Board. He shall take the minutes of the Board and shall preserve them in a permanent record.

Section 4. At the annual meeting, the Board shall fix the times, dates and places for regular meetings of the Board of Directors, provided that at least three (3) such meetings shall be held annually. The Board shall provide written notice of changes in regular meetings or of any special meetings of the Board of Directors at least seventy two (72) hours to each member who is duly elected or serving Sheriff, such Sheriff Being individually responsible of notifying past Sheriffs or member deputies of the meeting. Notice may be given by mail, telephone, facsimile or email or a combination of thereof. Any officer or director who shall be absent without valid excuse, that excuse being determined valid by the balance of the Board members, from two (2) consecutive Board meetings shall be considered to have forfeited the office.

Section 5. A majority of the Directors shall constitute a quorum for the transaction of any business which may come before the Board.

Section 6. EXECUTIVE DIRECTOR. The Board of Directors may appoint an Executive Director. He/she shall perform such duties as the Board of Directors may prescribe.

Section 7. Any Kentucky Sheriffs' Association member who is elected to the Board of Directors of the National Sheriffs' Association shall automatically become a member of the Kentucky Sheriffs' Association Board of Directors with all the rights and privileges thereof. Upon leaving the Board of the National Sheriffs' Association, they would automatically leave the Board of the Kentucky Sheriff's Association.

Article VII: Legislative Committee

The President shall appoint a Legislative Chairman and committee to consist of ten (10) members. The President shall serve as ex-officio Chairman. One member shall be selected from each of the ten Sheriffs' Districts of the Commonwealth. The Committee shall have the sole responsibility for the draft of such legislation as the Association may sponsor before the Kentucky General Assembly or other legislative bodies.

Article VIII: Site Committee

The President shall appoint a Site Committee to consist of himself, the Immediate Past President and whomever the President shall select.

Article IX: Long Range Planning Committee

The President shall appoint a Long-Range Planning Committee to consist of him and five others whom the President shall select.

Article X: By-Laws and Constitution Committee

This Committee shall consist of the President and the Immediate Past President and whomever the President shall select.

Article XI: Nomination Committee

The President shall appoint a Nominating Committee to consist of him and five others whom the President shall select.

Article XII: Ranch Committee

The President shall appoint a Ranch Committee to consist of himself and whomever the President shall select.

Article XII: Miscellaneous

Section 1. Contracts executed by the Association shall be signed by the President or some other officer designated by him and by the Secretary-Treasurer.

Section 2. The By-Laws may be amended by the Board of Directors at any meeting thereof provided notice of the proposed amendment is contained in the notice of the time and place of the meeting. Each amendment shall be subject to approval of the members at the next annual meeting.

Section 3. The By-Laws became effective upon adoption by a majority vote of the membership present at the annual meeting in Louisville, Kentucky, Dec. 8, 1994 and shall govern the affairs of the Association from and after their adoption.

Section 4. Provided that a First Vice-President, upon election to that office, will automatically move the next year to President, providing that he/she is not in bad standing with the Association and meets all provisions of the office.

The current By-Laws were written in 1954, with periodic changes being made.

Article IV section 1 & 4 amended December 2006 by members of the KSA at the annual KSA Convention in Bowling Green Kentucky.

Article IV section 1 and Article V section 3 amended September 2011 by the members of the KSA at the annual KSA Convention in Louisville, Kentucky.

Article III Section 1, Article IV Section 1 Section 3 Section 5 amended September 12, 2013 by the members of the KSA at the annual KSA Convention in Bowling Green Kentucky.

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OATH OF OFFICE

I do solemnly swear to faithfully execute the duties of the office to which I am elected and to uphold the by-laws of the Kentucky Sheriffs' Association to the best of my ability and in the best interest of the Association.

I further swear to uphold the Constitution of the United States of America and the Commonwealth of Kentucky, so help me God.

The answer is "I Will".

Office of the Sheriff Code of Ethics

As a constitutionally elected Sheriff, I recognize and accept that I am given a special trust and confidence by the citizens and employees whom I have been elected to serve, represent and manage. This trust and confidence is my bond to ensure that I shall behave and act according to the highest personal and professional standards. In full adherence of this pledge, I will abide by the following Code of Ethics.

I SHALL ENSURE that I and my employees, in the performance of our duties, will enforce and administer the law according to the standards of the U.S. Constitution and applicable State Constitutions and statues so that equal protection of the law is guaranteed to everyone. To that end I shall not permit personal opinions, party affiliations, or consideration of the status of others to alter or lessen this standard of treatment of others.

I SHALL ESTABLISH, PROMULGATE AND ENFORCE a set of standards of behavior of my employees which will govern the overall management and operation of the law enforcement functions, court related activities, and corrections operations of my agency.

I SHALL NOT TOLERATE OR CONDONE brutal or inhumane treatment of others by my employees nor shall I permit or condone inhumane or brutal treatment of inmates in my care and custody.

I STRICTLY ADHERE to standards of fairness and integrity in the conduct of campaigns for election and I shall conform to all applicable statutory standards of elections financing and reporting so the Office of the Sheriff is not harmed by the actions of myself or others.

I SHALL ROUTINELY CONDUCT or have conducted an internal and external audit of the public funds entrusted to my care and publish this information so that citizens can be informed about my stewardship of these funds.

I SHALL FOLLOW the accepted principles of efficient and effective administration and management as the principle criteria for my judgments and decisions in the allocation of resources and services in law enforcement, court related, and corrections functions of my Office.

I SHALL HIRE AND PROMOTE only those employees or others who are the very best candidates for a position according to accepted standards of objectivity and merit. I shall not permit other factors to influence hiring or promoting practices.

I SHALL ENSURE that all employees are granted and receive relevant training supervision in the performance of their duties so that competent and excellent service is provided by the Office of the Sheriff.

I SHALL ENSURE that during my tenure as Sheriff, I shall not use the Office of the Sheriff for private gain.

I ACCEPT AND WILL ADHERE TO THIS CODE OF ETHICS. In so doing, I also accept the responsibility for encouraging others in my profession to abide by this code.