

NORTH CAROLINA
LAW ENFORCEMENT
WOMEN'S ASSOCIATION

Articles of Incorporation and By-Laws

ARTICLE I
NAME

SECTION 1. The name of this Corporation is the “North Carolina Law Enforcement Women’s Association.”

ARTICLE II
EMBLEM, MOTTO, COLORS

SECTION 1. The Emblem of the Association shall depict a uniformed female law enforcement officer.

SECTION 2. The Motto of the Association shall be “Professionalism through Unity and Education.”

SECTION 3. The Colors of the Association shall be medium blue and white.

SECTION 4. The Banner of the Association shall include the name of the Association, Emblem, Charter Date, and Colors.

SECTION 5. North Carolina Law Enforcement Women’s Association members in good standing shall be privileged to display the emblem of the Association, except that its use for personal business, aggrandizement, or advertising shall be prohibited.

SECTION 6. Any reproduction of the Emblem, Motto, or Banner shall be prohibited without the written permission of the President and Board of Directors or the North Carolina Law Enforcement Women’s Association.

ARTICLE III
SURRENDER OF CHARTER

SECTION 1. If this Association ceases its existence, it shall surrender its charter.

SECTION 2. Its members shall not therefore use in any manner the name, emblem, or other identifying features of the Association.

SECTION 3. Association’s supplies and properties shall be returned, thereby sold, with funds used for designated beneficiary.

SECTION 4. The Treasurer shall file necessary form(s) to dissolve the Corporation with the North Carolina Secretary of State, and to pay dissolution fees, if any, before disbursement of remaining Association funds.

SECTION 5. Any funds remaining after all indebtedness has been paid shall be given to the North Carolina Department of Community Colleges, for female college-bound students advancing their education in any Criminal Justice field. This shall be the Association's sole beneficiary.

SECTION 6. Should this Association, after surrender of charter, later reorganize, the final Board of Director shall determine the conditions under which its charter shall be issued or reissued and whether a charter fee shall be charged.

ARTICLE IV MEMBERSHIP

SECTION 1. The North Carolina Law Enforcement Women's Association shall consist of Active, Associate, Privileged, and Honorary members.

SECTION 2. Active membership shall consist of full-time or part-time sworn and certified law enforcement officers with jurisdiction in the State of North Carolina on the municipal, county, state, or federal level.

- A) Application for membership must be completed and annual dues submitted in the amount fixed in the by-laws.
- B) Termination of employment of the Active member will result in termination from Active membership in the Association.
- C) If any Active member chooses to disassociate permanently from law enforcement, she/he may apply for Associate or Privileged membership based on the criteria set forth in these by-laws.
- D) All Active members shall receive publications, notifications, and other correspondence of the Association.

SECTION 3. Associate membership shall be granted to employees of law enforcement-related agencies or associates of the Criminal Justice system. Examples of this classification shall be: Clerks of Court and their assistants; Judges; Attorneys; clerical support personnel; evidence laboratory personnel; non-sworn dispatchers; and non-sworn detention officers, etc.

- A) The Associate member shall be subject to screening by the Membership Chairperson prior to acceptance in the Association. Screening may include, but is not limited to, employment verification and arrest records check of the potential member.
- B) Application for membership must be completed and annual dues submitted in the amount fixed in the by-laws.

- C) Associate members shall have the same privileges and responsibilities as Active members. They shall be able to vote, make nominations, and hold office with the exception of the positions of President, Vice President, Secretary, and Treasurer.
- D) Termination of employment in the law enforcement-related agency or an associate of the Criminal Justice system by the Associate member will result in termination from Associate membership in the Association (see Termination of Membership).
- E) If an Associate member chooses to disassociate from employment in the law enforcement-related agency or the Criminal Justice system, she/he may apply to the Association's Board of Directors for Honorary Membership, based upon the criteria set forth in these by-laws.
- F) Associate members shall receive all publications, notifications, and correspondence of the Association.

SECTION 4. Privileged membership shall be granted when Active members retire from law enforcement or resign from law enforcement due to extenuating circumstances, not including situations of forced resignation from one's department.

- A) Privileged membership shall be granted to an Active member only after she/he has paid dues for five (5) consecutive years.
- B) Privileged members shall not hold elective office, but shall have voting rights.
- C) The President may appoint Privileged members to ad-hoc committees in light of their historical knowledge of the Association.
- D) Privileged members shall be required to pay registration fees if attending the training seminars and meal cost for the conference banquet.
- E) Privileged members shall receive all publications, notifications, and correspondence of the Association.

SECTION 5. Honorary membership status may be granted to a person who is not an Active Associate, or Privileged member of the Association, and who has assisted, supported, or contributed to the Association in an exemplary manner.

- A) The Association's Board of Directors shall make nominations of said person(s) and they shall be accepted as such, upon a vote of two-thirds of the members present.
- B) Honorary members shall be conferred for life.

- C) Honorary members shall not hold elective office, nor shall they have voting rights.
- D) Honorary members shall not be required to pay dues.
- E) Any Honorary member attending the training seminar(s) shall be required to pay registration fees and meal costs for the conference banquet.
- F) Honorary members shall not be on the Association's mailing list.

ARTICLE V
TERMINATION OF MEMBERSHIP

- SECTION 1. RESIGNATION: A current dues-paying Active or Associate member has the privilege of resigning from the Association by submitting a written resignation to the President, who shall forward information to the membership. That member can be reinstated after filing proper application.
- SECTION 2. DELINQUENT DUES: If dues have not been received by the end of the year (December 31), correspondence shall be sent to the delinquent member by the Treasurer, notifying the member of removal or her/his name from the Association's roster.
- SECTION 3. TERMINATION OF EMPLOYMENT: Termination of employment of the Active or Associate member shall result in termination from Active or Associate membership in the Association.
- SECTION 4. OTHER CAUSES: The North Carolina Law Enforcement Women's Association reserves the right to remove from its membership (Active, Associate, Privileged, or Honorary) any member convicted of a crime or misconduct while maintaining association membership. Any member or potential new member must disclose to the President of the NCLEWA any criminal violations or charges against that member that could bring dishonor or impugn the reputation of the Association.

ARTICLE VI
REINSTATEMENT OF MEMBERSHIP

- SECTION 1. A former Active or Associate member of the Association who resigned from the Association may apply, in writing, to the Association for reinstatement (see Article V, Section 1).
 - A) If less than one (1) year has elapsed from the date of resignation of an Active or Associate member, reinstatement shall not require the vote of the membership.

- B) If more than one (1) year has elapsed, a new application shall be processed by the Membership Chairperson as though the application were a proposed new member. Applications shall be approved by a vote of the membership.

ARTICLE VII ATTENDANCE

- SECTION 1. Any member holding an elected office who fails to attend at least two of the quarterly meetings shall be relieved of that office.
 - A) After two unexcused absences, the President shall appoint someone to that office until the annual conference, where the general membership shall vote on someone to hold that office.
 - B) An excused absence shall be for legitimate reasons after notification to the President that the absence is unavoidable.
- SECTION 2. When attendance is not possible for a called meeting, the Active member holding an office shall notify the President as soon as possible, prior to that meeting.
- SECTION 3. The Secretary shall conduct roll call, noting those present or absent, to determine excused and unexcused absences for documentation in the quarterly meeting minutes.

ARTICLE VIII DUES

- SECTION 1. The annual dues amount shall be at least \$25.00 per Active and/or Associate member or the amount voted on and approved by the members.
- SECTION 2. A new member (Active or Associate) voted on between January 1 and December 31, of a given calendar year and who submitted dues, shall be considered as a member until annual conference of the following year when her/his dues become payable again.
- SECTION 3. If dues have not been received by December 31, correspondence shall be sent to the delinquent member by the Treasurer, notifying the member of removal of her/his name from the Association's roster.
- SECTION 4. These dues are used for the following:
 - A) Sponsoring scholarships for college-bound students.
 - B) Sponsoring Forgotten Residents Program.

- C) Subsidizing training costs for members in law enforcement-related topics at association seminars.
- D) Paying annual seminar costs, not covered by seminar registration fees.
- E) Sending the Association President or her designee to the National Association of Women Law Enforcement Executives Annual Conference.
- F) Making memorial contributions on behalf of the Association to charitable organizations.
- G) Sending cards and flowers to an ill member or to a member who has lost an immediate family member. Cards will be sent to the department or family of law enforcement officers who lose their lives in the line of duty.

ARTICLE IX
OFFICERS, QUALIFICATIONS, NOMINATIONS
ELECTIONS, AND VACANCIES IN OFFICE

SECTION 1. OFFICERS: The officers of the Association shall be Executive Director, President, Vice President, Secretary, Treasurer, Assistant Treasurer, six (6) Directors, Chaplain, Historian, Parliamentarian, Sergeant-at-Arms, Publicity Chairperson, and Membership Chairperson.

A) Executive Director: The retiring President shall automatically become the Executive Director and shall serve a two (2) year term. The duties shall be:

1. Assisting the President-elect in her/his duties whenever called upon;
2. Shall attend, either with the President or in the absence of the President, law enforcement/legislative meetings at which the presence of an Association representative is deemed necessary;
3. Shall be the chairperson of the Board of Directors to monitor necessary amendments to by-laws and to prepare proposed amendments for membership approval;
4. Shall be responsible for disseminating stated legislative information to the Board of Directors for input;
5. Shall maintain correspondence with those requesting input from the Association on legislative matters.

B) President: The President shall be elected from among the Active membership. The term shall be for two (2) years, beginning with the annual meeting, and she/he shall be eligible for a second term, for not more than one (1) consecutive term. She/he:

1. Shall preside at all business meetings and decide upon all points of order procedures, subject to the rules, unless otherwise directed by a majority vote of the members present;
2. Shall report on the work and the state of the Association at the annual seminar;
3. Shall be authorized to call special meetings of the Board of Directors and/or general membership.
4. Shall appoint any special (ad-hoc) committees and make authorized appointments to fill vacancies occurring in them, or in unexpired terms of officers not completing their terms in office.
5. Shall authorize the issuance of checks during her/his administration;
6. Shall forward the permanent files in her/his possession to her/his successor by the close of the annual meeting.
7. Shall perform such duties as are the customary function of the office.

C) Vice President: The Vice President shall be elected from among the Active membership. Her/his term shall be for two (2) years, beginning with the annual meeting, and she/he shall be eligible for re-election for not more than one (1) consecutive term. She/he:

1. Shall attend all committee meetings, keeping detailed minutes of said meetings, and forward all information to the President.
2. Shall preside over the Association and act as the President in the absence or disability of the President.
3. Shall automatically succeed to the office of President in the event of the President's death, resignation or removal from office, thereby serving the unexpired term;
4. Shall be responsible for maintenance and procurement of Association supplies and materials, including, but not restricted to, such items as Association pins, T-Shirts, stationary, membership cards, and application cards.

D) Secretary: The Secretary shall be elected from among the Active membership. Her/his term shall be for two (2) years beginning with the annual meeting and she/he shall be eligible for re-election for not more than one (1) consecutive term. She/he:

1. Shall record and transcribe the minutes of all Association meetings and provide a rough draft of the minutes to the President for approval;
2. Shall prepare final draft of minutes and distribute them to all Active, Associate, and Privileged members;
3. Shall keep the final draft of the minutes in a permanent file;
4. Shall, as incoming Secretary, write thank you notes to person(s) and business(es) assisting with the annual conference.
5. Shall conduct roll call of elected officers at Association meetings and note the reason for absences of those officers not present;

6. Shall prepare attendance roster for all conference training, for use in determining eligibility for training certificates;
7. Shall notify all Active, Associate and Privileged members of upcoming Association meetings, at least three (3) weeks in advance of said meeting date;
8. Shall maintain current membership roster, copies of which will be distributed to Active, Associate and Privileged members at the Annual meeting.

E) Treasurer: The Treasurer shall be elected from among the Active membership. The term shall be for two (2) years, beginning with the annual meeting and she/he shall be eligible for re-election for not more than one (1) consecutive term. She/he:

1. Shall be responsible for all funds belonging to the Association and receiving and dispersing them, upon proper direction from the President;
2. Shall submit a written financial statement to be presented orally at each Association meeting;
3. Shall deposit, within five (5) working days any Association monies that were received;
4. Shall open the books to a certified accountant or bank administrator biannually for audit;
5. Shall not reside in the same city as the secondary authorized user on all financial accounts. The secondary authorized user will be the President or the President's designee;
6. Shall meet with the outgoing Treasurer and Financial Secretary prior to the seminar's end or on demand;
7. Shall write a duplicate receipt for all incoming funds, noting on said receipt what the expenditure(s) were;
8. Shall maintain a debit/credit ledger online through QuickBooks and PayPal;
9. Shall note on all check stubs drafted the specific reason for said draft;
10. Shall forward the name, addresses, phone numbers, and departmental affiliations of potential new member(s) to the Membership Chairperson for updating files on a continuing basis, and to the Secretary;
11. Shall maintain and update a file of all Active, Associate, Privileged, and Honorary members, to include current address, phone number, agency affiliation, updating the members' file when dues are paid, with a notation of the year;
12. Shall submit to the membership, at Association meetings, the names of prospective member(s) submitting applications for membership;
13. Shall send correspondence to applicants noting receipt of their applications and advising them that they will be voted on at the next Association meeting;

14. Upon approval by membership, shall draft an acceptance letter to new members and may enclose a membership card.

F) Chaplain: The Chaplain shall be elected from among the Association membership for a two (2) year term, beginning with the annual meeting with no limit on consecutive terms. She/he:

1. Shall conduct all religious exercises opening each Association meeting;
2. Shall be responsible for sending cards to an ill Active, Associate, Privileged, and Honorary member;
3. Shall be responsible for sending flowers to an Active, Associate, Privileged, or Honorary member who is hospitalized three (3) days or more;
4. Shall be responsible for sending flowers to an Active, Associate, or Privileged member who has lost a spouse, child, or parent;
5. Shall be responsible for sending flowers in the event of a death of an Active, Associate, Privileged, or Honorary member;
6. Shall be responsible for seeing that approved memorial contributions in lieu of flowers, by the Association, to a charitable organization are forwarded to that organization;
7. Shall maintain a current list of members so that she/he can make immediate contact with membership throughout the state regarding illness/death of member or member's immediate family members.

G) Historian: The Historian shall be elected from among the Association membership for a two (2) year term, beginning with the annual meeting with no limit on consecutive terms. She/he:

1. Shall maintain and compile all association material for the years in which she/he serves, and be responsible for the preservation of said material on the association external hard drive;
2. Shall provide the incoming Historian with the association's external hard drive;
3. Shall ensure all materials are provided to the Facebook, website, and media administrators for electronic web-based posts and/or storage;
4. Shall display all Association memorabilia at the annual seminar.

H) Parliamentarian: The Parliamentarian shall be elected from among the Association membership for a two (2) year term beginning with the annual meeting with no limit on consecutive terms. She/he:

1. Shall be knowledgeable of the rules of assembly and see their execution during the meetings;
2. Shall maintain a copy of Robert's Rules of Order, which is located online (<http://www.rulesonline.com/index.html>), and provide an

overview to the incoming Parliamentarian at the end of the present Parliamentarian's term;

3. Duties can be performed by the Sergeant-At-Arms if the position is vacant.

I) Sergeant-at-Arms: The Sergeant-at Arms shall be elected from among the Association membership for a two (2) year term beginning with the annual meeting with no limit on consecutive terms. She/he:

1. Shall preserve order and execute commands for the Association;
2. Shall conduct the election procedures at the annual meeting;
3. Shall conduct the installation and pinning ceremonies for the incoming officers at the annual conference banquet, using the established ceremonial procedures.

J) Publicity Chairperson: The Publicity Chairperson shall be elected from among the Association membership for a two (2) year term, beginning with the annual meeting with no limit on consecutive terms. She/he:

1. Shall be in charge of all public relations activities, including but not limited to Association information being submitted to the printed and electronic media outlets throughout the state.

K) Board of Directors: Six (6) shall be elected from among the Association membership: three (3) for a three (3) year term and three (3) for a two (2) year term. The Board of Directors:

1. Shall be responsible for monitoring current by-laws and proposing necessary amendments to the same for membership approval;
2. Shall study information forwarded by the Executive Director regarding legislative matters and shall forward opinions to the Executive Director.

L) Appointed Positions: Shall be appointed by the current President, should a vacancy occur.

1. Membership Chairperson

- a. Shall be appointed by the President for an undetermined period of time;
- b. Shall be responsible for the recruitment of new Active and Associate members of the Association;
- c. Shall proactively seek out new members by contacting North Carolina Law Enforcement or Correction Agencies
- d. Shall report on a quarterly basis all recruiting efforts for in the prior period

- e. Shall draft a letter to prospective members, briefly explaining the Association and forwarding that letter to the prospective member(s);

SECTION 2. QUALIFICATIONS FOR HOLDING OFFICE: The nominees must be an Active dues paying member who has been in the Association for three (3) consecutive years.

- A) The three (3) consecutive year stipulation applies to the office of President, Vice-President, Secretary, Treasurer, Executive Director and Board of Directors.

SECTION 3. NOMINATIONS

- A) A slate of prospective officers will be presented to the membership at the annual conference business meeting by the nominating committee, composed of all past Presidents of the Association who are still Active members;
- B) Upon presentation of the nominee's names, the Sergeant-at-Arms will open the floor for nominations by the members present;
- C) Associate, Privileged, or Honorary members shall not serve on the Presidential Nominating Committee nor shall they nominate from the floor.

SECTION 4. ELECTIONS

- A) Elections shall be held at the annual business meeting;
- B) All Active dues-paying members present, regardless of the office they may currently hold, shall be eligible to vote;
- C) Where there is only one nominee to an office, elections may be by acclamations;
- D) A majority of the total number of votes cast shall constitute election to the office;
- E) If a run-off election is necessary, the names of the two candidates receiving the highest number of votes shall be voted upon a second time;
- F) Voting for officers shall be done by secret ballot.

SECTION 5. VACANCIES IN OFFICE

- A) An unexpired term in office shall be filled by appointment by the President with two-thirds approval of the membership present at the Association meeting;
- B) Persons appointed to fill vacancies shall be subject to the same qualifications as are required for regular elections.

ARTICLE X
MEETINGS

SECTION 1. Board of General Membership Meetings shall be held four times each year as determined by the President.

- A) The meeting prior to the annual conference may be held in the host city;
- B) The date, place, and time for each meeting shall be determined by the President;
- C) A three (3) week written notice regarding the meeting date and location will be sent to all Active, Associate, and Privileged members.

SECTION 2. Special meetings may be held at any time and place selected by the President upon three (3) week notice given to all Active, Associate, and Privileged members.

SECTION 3. Any item, motion, or issue coming before the membership at a board, general, or special meeting must be approved by a two-thirds vote of the membership present.

ARTICLE XI
CONFERENCES

SECTION 1. ANNUAL RETRAINING CONFERENCE

- A) The annual seminar shall be held once each year at a time, date, and location determined by the President and hosted by members of the Association. Lodging expenses for the President shall be paid for by the Association.
- B) A minimum of 16 hours of training will be conducted during the annual conference. Members will be notified of training topics, date, and location prior to the conference.

- C) Each member attending training classes will be awarded a certificate displaying the hourly credit earned for the training.
- D) Training certificates will be made available by the local community college and/or the North Carolina Justice Academy to document training hours for each member.
- E) Collecting door prizes shall be the responsibility of all members (Active, Associate, and Privileged).
- F) The Sergeant-at-Arms will conduct the installation ceremony of the new officers at the banquet.
 - 1. The ceremony will consist of the Oath of Office, Candle-lighting Ceremony, and Pinning Ceremony.
 - a. NCLEWA pins, inscribed with official title, shall be passed down from year to year and shall remain the property of the Association.
- G) The Sergeant-at-Arms will conduct the installation and pinning ceremonies for the incoming officers at the banquet using the established ceremonial procedures.

SECTION 2. NATIONAL ASSOCIATION OF WOMEN LAW ENFORCEMENT EXECUTIVES (NAWLEE)

- A) The President or her designee may attend the annual NAWLEE Conference.
- B) The Association shall pay the conference fee not to exceed \$650.00 for the above attendee.

ARTICLE XII
ONGOING PERMANENT PROJECTS

SECTION 1. The Forgotten Residents Program shall be maintained by an annual donation of an amount voted and approved on by the members to each of four (4) recipients designed by the State of North Carolina Department of Health and Human Services, Division of Mental Health Services.

SECTION 2. An annual Scholarship Fund of an amount voted on and approved by the members shall be awarded to a female student enrolled in the Criminal Justice degree program at the community college in the county of the annual conference. *(Local Community College at that year's conference site)*

SECTION 3. Flowers and cards shall be sent to the family of any Active, Associate, and Privileged member in the event of death, or to any member who has lost a member of their immediate family (spouse, child, parent) member. Cards shall be sent to the department for the family of all North Carolina law enforcement officers who lose their life in the line of duty.

SECTION 4. Contribution to a charitable organization shall be made through the Chaplain at a member's request in lieu of flowers in the event of death of a member's immediate family member.

ARTICLE XIII
TRAINING AND STANDARDS COMMISSION MEMBERSHIP

SECTION 1. The membership present at the Association meeting shall be responsible for voting on an Association representative to serve on the North Carolina Criminal Justice Training and Standards Commission.

- A) The present representative shall be required to report at all Association board and general meetings the progress of the Commission;
- B) A designee will be appointed by the Association President to attend Commission meetings in the representative's absence.
- C) This is a three (3) year position

ARTICLE XIV
NCLEWA WOMEN OF THE YEAR AWARD

SECTION 1. The Association's "Woman of the Year" Award, the highest award for a female law enforcement officer to receive in the State of North Carolina, is presented annually to an Active member of the Association.

- A) Criteria for consideration shall be:
 - 1. Contributions and service to the Association;
 - 2. Outstanding service to her community and her department;
 - 3. Other achievements related to law enforcement;
 - 4. Her active dues-paying membership in the Association for three (3) consecutive years;
 - 5. Her not having received this award previously in the last five years;
 - 6. Dues must be paid prior to the first day of the conference and have no lapse in membership.

B) Nomination procedures shall be coordinated by the previous Woman of the Year, who shall:

1. Obtain the names of all eligible active members (meeting criteria #4 and #5 above) from the Membership Chairperson and/or Treasurer;
2. Three months prior to the annual conference, correspondence should be sent to all dues-paying active members of the Association advising them of the names of the eligible members for the award and asking for their nomination letters;
3. Three months prior to the annual conference, correspondence should be sent to all chiefs, sheriffs, or members' immediate supervisor advising them of all members in their department who are eligible to receive the North Carolina Law Enforcement Woman of the Year award. Specific instructions should be included in order for a timely response;
4. Nomination letters shall include specific information as to the nominees meeting the above criteria;
5. Nomination letters must be returned to the previous Woman of the Year one month prior to the annual conference in order to be eligible for consideration for the Woman of the Year award;
6. Nomination letters and any supplemental material will be mailed to all members registered for the annual conference two weeks prior to the conference by the website administrator;
7. In the event the previous Woman of the Year is unable to fulfill these duties a member who is not eligible for the current award or the two year Board of Directors will be appointed, by the President, to complete these duties,

C) Other Woman of the Year duties:

1. Shall maintain a cumulative folder to be given to the next award recipient composed of copies of all mailed form letters, nominations letters and pictures received, ballots drawn, and any other correspondence generated in this regard by the present award recipient;
2. Invite new recipient's Chief, Sheriff, or nominating supervisor to attend the seminar banquet;
3. Contact the award recipient's immediate family to inform them of the award ceremony and make necessary arrangements for their attendance at the seminar banquet;
4. Inform all invited guests that their seminar meal will be furnished by the Association; however, any accommodations or other expenses must be incurred by that individual or department;
5. Prepare summary of new award recipient's achievements and background information for presentation at the banquet;

6. Present plaque to the new recipient at the seminar banquet.

D) Supplemental Nomination Documentation

1. Any additional information is the sole responsibility of the eligible member. This may include items such as:
 - a. Letters of recommendations
 - b. Contributions to the community and/or the association
 - c. Newspaper articles and/or photographs;
2. These packages should be sent by mail or email to the previous Woman of the Year no later than one month before the annual conference.

E) Voting Procedures shall be coordinated by the current Woman of the Year, who shall:

1. Provide nomination packets to all members attending the annual conference during registration;
2. Ensure voting is conducted at the annual conference business meeting and that voting members are present and active current dues-paying members;
3. Ballots will be distributed at the beginning of the annual conference business meeting and collected by the end of the business meeting;
4. Maintain confidentiality as to the new award recipient's identity;
5. In the event the current Association President is on the list of eligible nominees for the award, the present recipient shall break a tie.

ARTICLE XV
AMENDMENTS

SECTION 1. The by-laws may be amended by a two-thirds vote of the present membership present at a meeting providing the following requirements have been met:

- A) Copies of the proposed amendments shall be sent to the Secretary thirty (30) days prior to the meeting to be forwarded to members;
- B) The proposed amendments shall have been presented by the Board of Directors to the membership for discussion;
- C) After discussion, a vote will be taken, thereby making that amendment(s).

ARTICLE XVI
MISCELLANEOUS

SECTION 1. The NCLEWA Newsletter shall be composed on a volunteer basis and be e-mailed to all Active, Associate, and Privileged members of the Association. The NCLEWA Website will be updated on a volunteer basis.

A) Other Awards may be presented to any member that has shown outstanding achievement in the field of law enforcement or to the NCLEWA. Any such member that has shown outstanding achievement may be recognized by the Board of Directors.