

May 29, 2013

To: LinCT-Alumni Association Executive Board

From: Michael Ferrence, Executive Director

Re: Election of Officers

At the June 5-7, 2013 Conference members of the Association will be convened to nominate and elect officers. To facilitate this process and to provide guidance selected excerpts from the Association By-Laws are listed below:

Selected excerpts from the LinCT-AA By-Laws relating to the election of officers:

*ARTICLE II
MEMBERSHIP*

Section 1: Eligibility

Membership in the association is limited to individuals (participants, syndicate directors, and program managers) who have completed the Leadership in Counter Terrorism (LinCT) program approved by the LinCT Board of Governors. There are two levels of membership established by the LinCT AA Bylaws: Members and Associate Members. Members are LinCT graduates (as specified above) who are currently employed by a government agency whose mission includes the protection of the public from acts of terrorism. Associate members are individuals who are LinCT graduates, were employed by government agency, but are no longer employed by the government. To be considered a Member or Associate Member for purposes of participation in the affairs and activities of the Association, the Member or Associate Member must be current in the payment of their membership dues, have been approved for membership, and must have signed a LinCT AA Non-disclosure Agreement on file.

Section 2: Voting Rights

Eligible Members and Associate Members of the Association shall have exclusive right to vote in the business affairs of the Association either electronically or in person.

*ARTICLE IV
OFFICERS OF THE ASSOCIATION*

Section 2: Membership and Term of the Officers

The Officers of the Association shall assume office at the close of the Regular Meeting of the Association.

ARTICLE V
OFFICERS

Section 1: Terms of Office

The Officers of the Association shall be Members of the Association and consist of the President, the Vice President, the Secretary, and the Treasurer of the Association who shall be elected for a one-year term by the Members and Associate Members of the Association electronically or at the Annual Regular Meeting. All the Officers shall take their office immediately upon their election at the end of the regular meeting of the Association.

Section 2: Duties of President

The President shall preside at all meetings of the Association and of the Officers of the Association; be an ex-officio member of all Committees and make all the appointments of the Chair of all Committees of the Association. The President shall also be responsible for maintaining liaison with the LinCT Board of Governors and any other persons or organizations as appropriate.

Section 3: Duties of Other Officers

The Vice President shall:

- (a) In the absence of the President or vacancy in the Presidency of the Association, perform all duties of the President; and*
- (b) Serve as Chair at the Regular Meeting or Special meetings in absence of the President; and*
- (c) Perform such other duties as the President may designate or as designated by the Officers of the Association or under these Bylaws; and*
- (d) If the Office of the President becomes vacant for any other reason, shall serve out the remaining term as President of the Association.*
- (e) See that all meetings of the Association are conducted in accordance with the Bylaws of the Association and in accord with accepted parliamentary procedures and Roberts Rules of Order.¹*

The Secretary shall:

- (a) Keep a record of the proceedings of all Regular and Special meetings of the Association and the Officers of the Association.*
- (b) Assist the President in preparation of the agenda for any of the Meetings of the Association and maintain a record of any and all Meetings to be held as part of the permanent records of the Association.*
- (c) Furnish to any Member, upon written request, a copy of the minutes.*
- (d) Prepare and respond to correspondence on behalf of the Association as directed by the Officers of the Association.*

The Treasurer shall:

- (a) Collect all monies of the Association.*
- (b) Deposit or cause to be deposited same in any federally insured bank or financial institution accounts as approved by the Officers of the Association and to conduct its business through checking or savings accounts and to purchase Certificates of Deposits or other time instruments or certificates not to exceed \$100,000 (US) in any such bank or financial institution.*
- (c) Keep an account and budget of all funds and shall cause the disbursement on order of the Officers of the Association. Such order will be assumed in the case of a disbursement of less than \$500.00 (US).*
- (d) Submit financial reports/returns at each Meeting and an Annual financial report at one Regular Meeting of the Association as prepared by a certified public accountant retained by the Association for this tax and financial purpose.*
- (e) Submit records for audit annually, if required, by the certified public accountant of the Association.*
- (f) Submit any and all federal, state and local income tax returns or annual personal property or other required returns or reports as required on behalf of the Association.*

ARTICLE X

NOMINATIONS AND ELECTIONS

Section 1: Regular Elections

Either electronically or in person at the Annual Regular Meeting, at least one candidate for President, Vice President, Secretary, and Treasurer shall be nominated and elected annually by a vote of the Active Members. All Officers of the Association shall assume their office immediately upon election at the close of the regular meeting.

Based on the above we should take nominations for the four executive positions, present the nominations to the members present, and conduct a vote. It should be noted that to be considered a member, and thus be eligible to vote, the individual must be current with their annual dues. All members attending the June 2013 conference will be eligible as their registration fee is considered a dues payment and members who have already paid their membership fee are granted access to the conference without charge.

The position of Association President is rotated through the LinCT participating countries. Based on the history or rotation, the next President should be from Canada.