

Bylaws of
THE WISCONSIN ALPR ASSOCIATION



ARTICLE I – NAME AND LOCATION

The name of this organization shall be the Wisconsin Automated License Plate Reader (ALPR) Association (herein known as the “Association”), and its principal place of business, for the purpose of meetings and agendas, shall be the Southeastern portion of Wisconsin. The Members of the Association shall consist of individual law enforcement agencies. Each Member agency shall count as one (1) Member, regardless of the number of representatives that they choose to have participate in the Association.

ARTICLE II – PURPOSE

The primary purpose of the Association shall be to develop and maintain a shared license plate reader database. The database is to be made by participating agencies aggregating their license plate reader scans and sharing the information with other participating agencies. The Association shall also seek funding opportunities to assist participating agencies with the purchase and maintenance of ALPR equipment and related software.

ARTICLE III – MEMBERSHIP

Section 1. The Association shall consist of membership, without stock, and shall be operated on a non-profit basis. All income of the Association shall be devoted to afore stated purpose.

Section 2. Membership of the Association shall be obtained as follows:

- a. Requesting agency to complete Memorandum of Understanding (MOU) & submit agency ALPR policy / operating procedure to the Association.
- b. Requesting agency shall also complete a Wisconsin ALPR Association membership application form.
 - a. The form shall include, at a minimum, the agency name, head of agency contact information, and agency representatives in the Association.
 - b. The form shall also indicate who may vote on behalf of the agency in regards to Association business. If the agency has more than one representative, they may list an alternate representative to vote if the primary voting representative is not in attendance.
- c. Board will review and approve/deny membership request. In denying a request, board will provide the agency with a detailed reason for denial of membership.

ARTICLE IV – DUES

Section 1. Membership in the Association does not entail any dues, however sharing of costs incurred by the Association in meeting the afore stated purpose shall be determined by:

- a. Cost of shared purpose divided by the number of membership agencies in the Association shall be any one members “share”.

- b. Each member will then be responsible for paying for their “share” within 90 days of the Association notifying the membership of the cost.

Section 2. Membership dues may be established by vote of the membership at the annual meeting.

ARTICLE V – MEETINGS & VOTING

Section 1. Annual Meeting

- a. The Association shall hold an annual meeting for the election of directors. The current directors shall determine the place and time of the annual meeting.

Section 2. Regular Meetings

- a. The Association shall hold regular meetings with the membership. Regular meetings shall be held no less than bi-monthly.

Section 3. Special Meetings

- a. Special meetings may be called at any time by a 2/3 vote of the Directors at such time and place as the Directors wish.

Section 4. Meeting Notice

- a. Notice of any meetings shall be sent to all members via email at least 15 days prior to the date of the meeting.
- b. An agenda shall accompany the meeting notice, and shall include topics to be discussed and any items that may require a vote.

Section 5. Quorum

- a. In the event a quorum is not present at a meeting, the members may adjourn the meeting to a later date without further notice. A quorum shall consist of 2/3 of the membership being represented.

Section 6. Voting

- a. Each member (agency) is entitled to one vote. Members may vote in person or via absentee. Absentee ballots shall be provided to members by the Board of Directors. A majority of votes by the members on an issue shall pass the motion.

ARTICLE VI – OFFICERS

Section 1. Directors

- a. The business of this Association shall be conducted by a Board of Directors that will consist of a President, Vice-President and Secretary/Treasurer.
 - a. The President shall convene regularly scheduled Association meetings and preside of said meetings. The President shall preside over all meetings of the Association

- and sign as the President all notes, contracts, agreements and other instruments requiring such signatures as the executive representative of the Association.
- b. The Vice-President shall chair committees on special subjects as designated by the Directors. The Vice-President shall be vested with the powers of the President in his absence.
 - c. The Secretary/Treasurer shall be responsible for the keeping of records of Association actions, including overseeing the taking of minutes at all meetings and distributing of agendas to the members. They shall also be responsible for chairing the finance/grant committee and make finances available to the membership. The Secretary/Treasurer shall prepare an annual audit for presentation to the members at the annual meeting and any other additional financial forms as dictated by the membership or law.
 - b. The term of the Directors shall be two (2) years.
 - c. Directors shall be elected by the voting members (agencies), with the majority vote for each of the positions being the winner.
 - d. The Directors shall have general supervision and control of the business and affairs of the Association, and shall make all necessary rules and regulations not inconsistent with law, for the management of the Association. It shall be their duty to require proper records to be kept of all business transactions.
 - e. Any Director of the Association may be removed by an affirmative vote of 2/3 voting members. Any Director who has been recommended for removal shall be entitled to reasonable advance notice of the basis for same and the opportunity to submit a response to the members prior to action on the matter.
 - f. Directors shall not be compensated for their services in the Association.

ARTICLE VII – FINANCIAL MATTERS

Section 1. Non-Profit Association

- a. The Association shall operate as a not-for-profit association.

Section 2. Contracts

- a. Except as otherwise provided in these By-Laws, the Board may authorize any officer or officers, agent or agents, to enter into any contract or execute and deliver any instrument in the name and on behalf of the Association. However, no debts shall be contracted against the Association or its members except by order of the Board after:
 - a. The item has been brought before the membership for review.
 - b. The membership has voted in favor of the debt.

Section 3. Funding Sources

- a. The Association's primary sources of operating capital shall be through:
 - a. Grants
 - b. Donations

- b. The Association shall make every effort possible to minimize or eliminate as much operating cost as possible to the participating Agencies.

Section 3. Shared Costs

- a. Participating Agencies shall be responsible for any outstanding operating costs incurred that cannot be covered through grants, donations or other funding sources.
- b. Costs to any single Agency shall be determined by dividing the total cost by the number of participating Agencies. This shall equal one Agency's "share".
- c. Each member will then be responsible for paying for their "share" within 90 days of the Association notifying the membership of the cost.
- d. Any "share" that would be greater than or equal to \$500.00 shall require:
 - a. Written notification to all participating Agencies department head and their representative(s) in the Association.
 - b. A vote by the membership to determine if they are willing to incur this debt.

ARTICLE VII – COMMITTEES

Section 1. Standing Committees – The following Committees shall be appointed by the Board:

- a. Grant Writing & Submission
 - a. Responsible for procuring funding through the grant writing process. The grants applied for should benefit the primary purpose a stated above.
- b. Policy, Memorandums of Understanding (MOU) and Legal
 - a. Responsible for drafting Committee MOU's, policies and updating the Association By-Laws as they are amended by the membership. Also responsible for researching any legal issues that the Association may face.
- c. Technical Systems
 - a. Responsible for guiding the Association on the purchase of equipment, software and other technical issues.

Section 2. New Committees – At any time that the Board decides that a new committee needs to be formed, they may do so, and they may ask the membership for volunteers to stand on the committee. The Board may also appoint members to any committee that they feel will serve the best interest of the Association.

ARTICLE IX – BY-LAWS

Section 1. The Board shall have the power to make such By-Laws as may seem expedient, but such By-Laws shall be subject to repeal or amendment by any meeting of this Association. The Board shall not have the power, however, to pass any By-Laws that would alter the status of the Association beyond the ability of the members to restore the former status at any meeting.

ARTICLE X – AMENDMENTS

Section 1. These By-Laws may be amended at any regular or special meeting by a two-thirds (2/3) vote of the members in person, or via absentee ballot, provided that no amendment shall be adopted unless a copy of such proposed amendment shall have been included in or enclosed with the notice of such meeting.

These bylaws were agreed upon and enacted by the membership on August 21st, 2012.

Revisions

- August 16, 2012
 - Final draft of bylaws