

**BY-LAWS OF THE  
NATIONAL ASSOCIATION OF FIELD TRAINING OFFICERS  
A NOT FOR-PROFIT CORPORATION**

**ARTICLE I – ORGANIZATION**

1. The name of the organization shall be the National Association of Field Training Officers (hereinafter referred to as NAFTO).
2. NAFTO was incorporated through the Secretary of the State, Colorado on August 19th 1993.
3. The registered office for NAFTO shall be an address, which the Executive Director establishes.
4. NAFTO shall have a branded logo. A variation of the logo may exist, which will be used for social media and other types of branding the full logo is not suitable for. :
  - I. The NAFTO Logo will be designed and maintained by the NAFTO Executive Board and the NAFTO Webmaster.
  - II. All State Chapters may only use the approved NAFTO logo or its approved variants in any advertising, social media, etc. which the NAFTO logo should be used.
5. The Director of NAFTO shall designate the mailing address for the organization.

**ARTICLE II – PURPOSES**

The following are the purposes for which NAFTO has been organized:

1. Promote and foster cooperation between Administration, Field / Facility Training Officers, private industry and the public.
2. Provide a forum for the exchange of ideas and new techniques used by Administrators, Officers and Educators.
3. Conduct training seminars, conferences and research of educational methods used for improving Law Enforcement, Corrections, and Communications.
4. Educate the membership and the public regarding issues relative to apprentice training in Law Enforcement, Corrections, and Communications.
5. Enable the membership to keep informed of current legislative changes and current judicial decisions.
6. Take notice of new trends in apprenticeship and promotional training.
7. Benefit the public interest in the areas of Law Enforcement, Corrections, and Communications.
8. Provide public safety educational safety information suitable for distribution to Law Enforcement, Corrections, Communications, and the general public.
9. Perpetuate the training of Field Training Officers (FTO's), participating agencies, training organizations and/or other programs.

## **ARTICLE III – MEMBERSHIP**

1. Membership is individually held rather than by the Organization.
2. Membership in this organization shall be open to all whom:
  - i. Payment of the annual dues (if applicable) is current or whose dues have been waived by an Executive Board decision.
  - ii. No person may be a member and no member may retain his/her membership who has for any reason other than honorable retirement changed his/her qualifying status voluntarily or involuntarily.
  - iii. Any member in good standing who terminates or severs his/her position in an eligible classification for membership in any manner other than by honorable retirement, may continue as a member of NAFTAO only by written approval of the Executive Board and upon payment of membership dues. Otherwise, the membership of such person shall terminate forthwith at the time when such termination of eligibility shall occur.
  - iv. Membership will be renewed annually. Membership dues that fall within 90 days of a NAFTAO sponsored event, which membership is included, may be renewed as part of the attendance to the NAFTAO event.
3. Active Members:
  - i. Any Peace Officer as defined by Federal or State laws.
  - ii. Any member of a Law Enforcement, Corrections, and Communications organization who is responsible for selection, hiring and on the job training for his/her agency.
  - iii. All others who meet the qualification requirements due to their training and experience or by other professional attainment in the Law Enforcement field.
4. Associate Members:
  - i. Members of a Federal or State legislative body.
  - ii. Professors and technical staff or accredited Colleges and Universities engaged in teaching or research related to Criminal Justice.
  - iii. Persons employed by privately held companies.
  - iv. Associate Members shall have all the privileges of Active Members except those holding elected office and voting.
5. Lifetime Members:

Is granted upon nomination to and approval by the Executive Board:

  - i. Members retiring from the office of President.
  - ii. Any member in good standing with NAFTAO for a period of ten (10) consecutive years.
  - iii. Any other Active Member who has served NAFTAO with honor and distinction may

be elected to a Lifetime Membership upon the recommendation of the Executive Board. The recommendation will take place at the annual NAFTAO business meeting and will require a two-thirds vote of the membership present.

- iv. A Lifetime Member shall have all the rights and privileges of an Active Member and shall be exempt from the payment of annual membership dues.
- v. Any NAFTAO Executive Board member may submit the name of a candidate(s) for Lifetime membership during the annual NAFTAO business meeting.

6. Honorary Life Members:

- i. Nominations shall be submitted to the Executive Board.
- ii. The Executive Board, by two-thirds vote of the members present at the annual NAFTAO business meeting, may bestow honorary Life membership on any person who has by his/her efforts assisted NAFTAO by carrying out the purpose of the organization.
- iii. Honorary Life Members shall have all the privileges of Active Membership except those of holding office or voting.
- iv. Honorary Life Members shall be exempt from the payment of annual dues.

7. Retired Members:

- i. Any member in good standing at the time of honorable retirement from Law Enforcement, Corrections, Communications, or a related service, may continue as a member of NAFTAO by payment of annual membership dues.
- ii. A Retired Member shall have all the rights and privileges of an Active Member.

8. Termination of Membership:

- I. The Executive Board shall, following a hearing, have the power, by two-thirds vote of the quorum of the Executive Board, suspend, expel and/or terminate the membership of any member for the following reasons:
  - i. For conduct, which in the Executive Board's opinion disturbs the order, dignity and/or harmony or impacts the good name, popularity or prosperity of NAFTAO.
  - ii. For any conduct in violation of the By-laws or of the permanent policies of NAFTAO this may be made from time to time.
- iii. The hearing policy shall be:
  - i. Upon the motion of any Officer of the Executive Board, the President shall call a hearing to be conducted before the Executive Board.
  - ii. The President may suspend the member pending the hearing.
  - iii. Action shall not be taken by the President unless all members of the Executive Board and the affected member have been notified in writing thirty (30) days prior to the meeting of the proposed action. The President must specify the member's name and the accusation(s) made against that member.

## **ARTICLE IV – MEETINGS**

1. Annual Membership Meetings:
  - i. The annual membership business meeting of NAFTAO shall be held during the annual NAFTAO Conference.
  - ii. The Executive Board will determine the dates, time and specific location of the annual business meeting. The meeting location shall be selected to be convenient to the membership.
  - iii. Advance notice of the annual business meeting shall be publicized in a manner, which will allow the President to notify each member of NAFTAO.
  - iv. Any member, who desires to offer a motion of resolution or to speak at any meeting of NAFTAO, shall first address the President by announcing his/her name and office of occupation.
  - v. All meetings will be conducted under "Robert's Rules of Order".
  
2. Special Membership Meetings:
  - i. The President may call special meetings of NAFTAO when he/she deems it for the best interest of NAFTAO.
  - ii. Notices of such meetings shall be publicized in a manner, which all membership will be notified. The notification process shall be made at least ten (10) days prior to the scheduled date of the special meeting.
  - iii. Such notice shall state the reason(s) that such meeting has been called, the business to be transacted at such meeting and by whom the meeting was called.
  - iv. No other business but that previously specified in the "original" notice may be transacted at such special meeting without unanimous consent of all present at such meeting.
  - v. Any member, who desires to offer a motion of resolution or to speak at any meeting of NAFTAO, shall first address the President by announcing his/her name and office of occupation.
  - vi. All meetings will be conducted under "Robert's Rules of Order".
  
3. Quorum
  - i. Three (3) Executive Board members shall constitute a quorum.
  - ii. The quorum shall include the President, or in his/her absence the First Vice President.
  - iii. A quorum may be established through a remote communication meeting (conference call) or other electronic means providing all members agree to this style of meeting.
  - iv. A quorum shall be required for any adjourned meeting.

## **ARTICLE V – NOMINATIONS**

1. Any eligible NAFTO member may be nominated by themselves or others to the position of Member at Large 'A' and Member at Large 'B' prior to or during the annual NAFTO Conference.
2. The Member at Large 'A' and 'B' positions shall be filled by popular vote of the membership at the annual conference business meeting.
3. The First Vice President and the Second Vice President shall progress through the offices to the position of Immediate Past President.

## **ARTICLE VI - ELECTIONS / TERMS OF OFFICE**

1. Candidates may choose to address their campaign to the membership using any reasonable lawful method.
2. NAFTO will provide appropriate means for publishing candidate's written statement via website and/or newsletter.
  - i. Candidates who wish to use the NAFTO website shall submit a Letter of Interest (150 words maximum and no graphs) to the President no later than December 31st of the year prior to the election.
3. It is the President's responsibility to govern all elections.
4. The candidate who has received a simple majority of the votes from the membership is deemed to have won the election.
5. Nominations may not be carried over from one election to another.
6. Officers of NAFTO or at a State and Regional level may hold more than one office during a term.
7. The length of term for all Offices is a one year term or until a successor has been elected.

## **ARTICLE VII – VOTING**

1. At all meetings, except for the election of Executive Board Members, all votes shall be by voice.
2. For election of Executive Board members, ballots shall be provided. There shall be no markings on said ballot, which would indicate who may have cast such ballot.
3. A member of the Executive Board shall not be permitted to exercise the right to vote or to exercise any other right pertaining to his/her office through a proxy or alternate.
4. Prior to the commencement of balloting, the President will appoint a committee of three (3) who shall act as "Inspectors of Election" and who shall at the conclusion of such balloting, certify in writing to the President the results of said election. The certified copy shall be affixed to the minutes of that meeting.
5. No Inspector of Election shall be a candidate for office or shall be personally interested in the question / position voted upon.
6. The ballots will contain the name of each candidate, in alphabetical order and a

space for a member to "write-in" a candidate for election.

7. Any ballot with more than one vote (unless otherwise specified) for each position will be considered void.
8. If any member submits more than one ballot, all ballots from that member will be considered void.
9. The ballots shall be retained for a one (1) year period by the President.
10. The results of the election shall be announced during the business meeting at the annual conference.
11. At any regular or special meeting, if a majority or so requires, any question may be voted upon in the manner and style provided for election of the Executive Board.

## **ARTICLE VIII - APPOINTED OFFICERS**

1. The Officer(s) listed below shall be appointed by the Executive Board.

### **I. Executive Director**

1. The position shall be confirmed by a simple majority vote of the Executive Board.
  2. Be the custodian for all records for NAFTAO to include the NAFTAO logo.
  3. See that all books, records and reports required by law are properly kept and filed.
  4. Have the care and custody of all monies belonging to NAFTAO and shall be responsible for such monies of NAFTAO.
  5. Make sure all website generated membership information is forwarded to the Second Vice President at a minimum of twice monthly.
  6. Render monthly, to the NAFTAO President, a written account of the finances of NAFTAO.
  7. Assist with the organization / preparation of the annual NAFTAO conference as directed to do so by the President or his/her designee.
  8. The Director is the primary contact for the Webmaster and member management software manager. The Director will communicate with the Webmaster and member management manager on an as needed basis.
2. The Executive Board may establish multi-year contract(s) for the position(s).

### **II. Webmaster**

1. The position of NAFTAO Webmaster shall be confirmed by a simple majority vote of the Executive Board.
2. The Webmaster is a paid position and may be contracted by NAFTAO as an individual or business which provides website services. The hourly cost of services may be negotiated with the Executive Board.
  - i. An invoice for services provided shall be submitted to the Director and shall not exceed 6 months of services.
  - ii. Invoices may be submitted via email.
3. Be the custodian for all passwords, and social media site, including the NAFTAO website and all state chapter websites which are held by NAFTAO.

4. Be the custodian of the NAFTO logo and its variants in all formats needed.
  5. Provide the Director with all passwords and logins for all websites, social media and other accounts, which effect the day-to-day operations of NAFTO and its state chapters.
  6. Provide the Director with all NAFTO logos and its variants in all formats, to include all state chapter logos.
  7. Inform the Director within 24 hours of any change in password or username for any and all accounts for NAFTO and its state chapters.
  8. Shall not link any personal website owned or managed by the Webmaster as an individual or business, without written authorization from the Executive Board.
  9. Shall not register any NAFTO, or state / federal chapter website or service under their name, without written authorization from the Executive Board.
3. The Executive Board may cancel the agreement with the Webmaster with a 30 day written notice, which may be delivered via email.

### III. Member Manager

1. The position of Member Manager shall be confirmed by a simple majority vote of the Executive Board.
  2. The Member Manager is a paid position and may be contracted by NAFTO as an individual or business which provides member management services. The hourly cost of services may be negotiated with the Executive Board.
    - i. An invoice for services provided shall be submitted to the Director and shall not exceed 6 months of services.
    - ii. Invoices may be submitted via email.
  3. The Member Manager manages the membership, which may include but not be limited to billing, event billing, membership, password resets, event registration and cancelling memberships and events.
  4. Provide the Director with membership updates as needed and requested.
  5. Provide the contact(s) for events with class registration information necessary to host the event or class.
  6. Communicate with the software service provider to address software issues.
  7. Shall not provide NAFTO membership to any person without payment to NAFTO in a malicious manner, which compromises the integrity of NAFTO membership.
  8. The Member Manager may also be the Webmaster for NAFTO.
4. The Executive Board may cancel the agreement with the Member Manager with a 30 day written notice, which may be delivered via email.

## **ARTICLE VIX - ORDERS OF BUSINESS**

1. Roll call.
2. Reading of minutes from preceding meeting.
3. Reports of committees.
4. Reports of Officers.
5. Old and Unfinished Business.
6. New Business.
7. Adjournments.

## **ARTICLE X - EXECUTIVE BOARD**

1. Executive Board
  - i. The Executive Board consisting of five (5) members shall govern the Business of NAFTAO.
  - ii. The Executive Board shall have the control and management of the affairs and business of NAFTAO.
  - iii. Each Executive Board member shall have one vote and such voting may not be done by proxy.
  - iv. The Board of Directors may take such rules and regulations covering its meetings as they determine necessary.
  - v. Vacancies on the Executive Board shall be filled by a vote of the majority of the remaining members on the Executive Board for the balance of the year.
  - vi. Any Executive Board member may be removed when sufficient cause exists for such removal.
2. The Executive Board shall be as follows:
  - i. President.
  - ii. First Vice President.
  - iii. Second Vice President.
  - iv. Member at Large 'A'.
  - v. Member at Large 'B'.
  - vi. Immediate Past President.
2. President
  - i. By virtue of his/her office shall be the Chairman of the Executive Board.
  - ii. Have such powers as may be reasonably construed as belonging to the Chief Executive of any organization.
  - iii. Preside at all membership meetings and call special meetings as needed.
  - iv. During the annual conference business meeting, present a list of all NAFTAO's accomplishments throughout the year. If an annual business meeting is not held, distribute the information to all members (via the website or other means).
  - v. See that all required books, records and reports (maintained by the Executive Director) are properly kept and filed.



- vi. Be responsible for monitoring the bank account(s).
- vii. Authorize an additional member of the Executive Board to sign drafts and checks.
- viii. Render quarterly, to the Executive Board, a written account of the finances of NAFTAO and such report shall be affixed to the minutes of that meeting.
- ix. When requested by the Executive Board, assure that an independent audit of all NAFTAO financial accounts is conducted.
- x. Appoint all committees, temporary or permanent.
- xi. Promote new membership.

3. First Vice President

- i. In the event of the absence or inability of the President, to exercise his/her office become acting President of NAFTAO with all rights, privileges and powers as if he/she had been elected President.
- ii. May be one of the Officers required to sign the checks and/or drafts for NAFTAO.
- iii. Responsible to chair any committee(s) designated by the President.
- iv. Give and serve all notices to members of NAFTAO.
- v. Promote new membership.

4. Second Vice President

- i. In the event of the absence or inability of the First Vice President, to exercise his/her office become acting President of NAFTAO with all the rights, privileges and powers if he/she had been elected President.
- ii. Issue membership certificates to all NAFTAO members. Membership certificates may be emailed as a PDF file to the member.
- iii. Maintain a master roster of all membership to include NAFTAO as a whole and individual State Chapters. The master roster shall be forwarded to the President and all State Chapter Directors quarterly.
  - I. The roster shall include the following information:
    - i. Member's name
    - ii. Member's contact information to include Agency name and member's E-mail address.
    - iii. Date membership commenced and date membership to be renewed.
- iv. Chair any committee(s) designated by the President
- v. Promote new membership

5. Member at Large 'A'

- i. Perform such duties pertaining to the office as may be directed by the President or as may be provided elsewhere in the By-laws.
- ii. Keep the minutes for NAFTAO.
- iii. Assist the respective Chairperson(s) in duties as required.
- iv. Promote new membership.

6. Member at Large 'B'

- i. Be the liaison between the State Chapter Directors and NAFTAO.
- ii. Assist the respective Chairperson(s) in duties as required.
- iii. Promote new membership.

7. Immediate Past President

- i. Perform duties in succession and complete other duties as required by the President.
- ii. Promote new membership.

**ARTICLE XI – COMMITTEES**

- 1. The NAFTAO President shall appoint all committees of NAFTAO.
- 2. The permanent committees shall be:
  - i. Annual conference planning / organizing.
  - ii. Membership.
  - iii. By-laws and Legal Updates.
  - iv. Other committees as set forth by the President.

**ARTICLE XII – DUES**

- 1. Individual membership dues for NAFTAO shall be \$40.00 annually and shall be payable immediately upon submitting membership application.
- 2. Agency / Department membership dues for NAFTAO shall be as stated below, per annum and shall be paid immediately upon submitting membership application. If the Agency / Department falls under a State Chapter jurisdiction the appropriate funds will be forwarded to the State Chapter at the beginning of the following quarter (provided the State Chapter is in good standing with NAFTAO).
  - i. 01-15 FTO's =\$525.00
  - ii. 16-25 FTO's =\$750.00
  - iii. 26-50 FTO's =\$1,250.00
  - iv. 51-75 FTO's =\$1,500.00
  - v. 76-100 FTO's =\$1,850.00
  - vi. 100+ FTO's =\$2,400.00
- 3. Membership dues may be increased by a two-thirds vote of the Executive Board.
- 4. The President may waive or adjust an individual's membership dues.
- 5. The Executive Director will be responsible for the collection of annual membership dues.
- 6. State Chapters in good standing with NAFTAO, will retain \$15.00 of all membership dues. In the event a State Chapter does not exist, 100% of membership dues will remain with NAFTAO.

## **ARTICLE XIII - STATE / FEDERAL CHAPTERS**

1. NAFTAO shall be divided in to fifty (50) State Chapters.
2. The District of Columbia may elect to join a State / Federal Chapter adjacent to its boundaries.
3. Within each State / Federal Chapter and Region thereof, the active membership of that State / Federal Chapter will elect the State / Federal Chapter's Executive Board.
  - i. The timing of the election shall be set by the State / Federal Director.
  - ii. The term of offices shall be no longer than two (2) years but Officer's may be re-elected to successive terms.
4. Each State / Federal Chapter is required to hold an annual conference and business meeting. The conference date, time and location will be determined by the States / Federal Executive Board.
  - i. State / Federal Chapters are encouraged to hold their annual training conference and business meeting at a time which will not conflict with NAFTAO's annual conference.
  - ii. Sixty (60) days prior to the State / Federal training annual conference, the State / Federal Director shall notify the NAFTAO President of the date, time and location of the State / Federal Chapter annual training conference and business meeting.
    - i. The State / Regional / Federal Director will be required to submit a copy of the annual completed training conference roster to the NAFTAO President no later than Fourteen (14) days after the conclusion of the State conference.
    - ii. All attendees at the State / Regional / Federal Conference will become members of NAFTAO and membership monies shall be collected at time of registration. All State / Regional / Federal Chapters will need to adjust their tuition / registration costs accordingly.
    - iii. All monies due to NAFTAO from registering Non-Members (\$35.00 each) will be sent to NAFTAO within Fourteen (14) days of the conclusion of the conference.
    - iv. An approved NAFTAO roster will be completed with all pertinent information and forwarded back to the NAFTAO Executive Director along with the monies due to NAFTAO from the State / Regional / Federal conference.
5. Each State/ Federal Director will be required to do the following:
  - i. Designate the mailing address of the State / Federal Chapter.
  - ii. Establish and maintain a checking account in a bank within the State. The account shall bear the name of the State followed by NAFTAO. (i.e., Colorado-NAFTO).
    - I. The Director and one other Officer shall be able to sign checks and drafts for the business.
  - iii. Maintain and file records / files applicable to any statute, Federal or State.
  - iv. Care for and solely be responsible for all monies belonging to the State / Federal Chapter.
  - v. Maintain an accurate and updated membership roster to include all monies due to the NAFTAO. All reports and monies shall be forwarded to the Executive Director

quarterly.

- I. In the event there are no monies due to NAFTAO, notify the Executive Director of no changes to the State / Federal Chapter's membership.
  - vi. Prepare and submit a State / Federal Chapter Year End financial statement to the NAFTAO President no later than March 1st of the following year. (i.e., a 2009 Year End Statement would be due to the NAFTAO President by March 1st 2010).
  - vii. All State / Federal funds, files and records are to be turned over to the elected successor within thirty (30) days of the election.
6. Each State / Federal Director is required to perform duties as delegated by the NAFTAO President.
- I. To include but not limited to conference calls and meetings. Each State / Federal Chapter must participate in a National Conference call once per quarter. The NAFTAO President will set the date and time of the quarterly conference call.
    - i. The date and time of the NAFTAO quarterly conference call will be posted on NAFTAO's website.
7. If after two quarters, the State / Federal Chapter has failed to comply with NAFTAO's established By-Laws, the State / Federal Chapter may be dissolved at the direction of NAFTAO Executive Board.
- i. All State / Federal membership monies due to NAFTAO shall be returned.
8. The State / Federal logo must be approved by the NAFTAO board prior to use on any media. Original copies of all State / Federal logos will be maintained by the NAFTAO Webmaster.
9. The fifty-first (51) Chapter shall be referred to as Region 51 and shall consist of those NAFTAO members who reside outside of the United States of America.
10. Region 51 shall be exempt from electing Officers as it consists of an at-large membership outside of the United States of America.

#### **ARTICLE XIV DISCRIMINATION POLICY**

1. NAFTAO is a 501 (c) (3) non-profit organization. NAFTAO is committed to providing an environment that is free from discrimination in membership and opportunity because of a person's race, color, religion, sexual orientation, creed, national origin, gender, disability, age or military status. It is the policy of NAFTAO to ensure that all those qualified members who seek membership in this organization shall be able to do so without discriminating interference. The Executive Director of NAFTAO shall see that all members of the organization (NAFTO) promote an environment that is free of discrimination.
2. The Executive Director of NAFTAO shall:
  - i. Make reasonable accommodation when necessary.
  - ii. Investigate alleged complaints of discrimination in a timely manner.
  - iii. Take appropriate corrective/disciplinary action if warranted if a complaint is validated.

- iv. Ensure that all members of the organization are aware of the NAFTAO discrimination policy annually.
- v. Continuously be aware of current court decisions in Equal Opportunity issues that could effect the organization.

## **ARTICLE XV BUSINESS DIRECTIVES**

### **1. Net Earnings**

- i. It shall be the policy of NAFTAO that no net earnings of the funds of the NAFTAO organization be inure for the benefit of, or distributed to any its members, directors, officers family members or other private persons, except that NAFTAO shall be authorized and empowered to pay all reasonably incurred expenses for all services rendered to the organization.
- ii. NAFTAO shall abide by all legal requirements of the Internal Revenue Service regarding the reporting of yearly income of NAFTAO

### **2. Dissolution of NAFTAO**

- i. In the event that NAFTAO decides to dissolve the organization, the Executive Board of NAFTAO shall, after paying or making provision for the payment of all legally incurred liabilities of NAFTAO, shall properly dispose of any remaining assets in such a manner, or to such an organization organized and operated exclusively for charitable, educational, religious or scientific purposes as per section 501 (c) (3) of the Internal revenue Service Code that the executive Board decides.
- ii. Any and all such remaining funds not disposed of will be disposed of by the court in which NAFTAO maintains its legal business address.

## **ARTICLE XVI – AMENDMENTS**

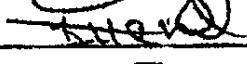
- 1. These By-laws may be altered, amended, repealed or added to by a vote of two-thirds of the membership delegates present at the annual conference business meeting.
  - i. A member delegate is a person who is a member of NAFTAO, in good standing and who attends the annual conference.

Adopted by the Executive Directors of NAFTA on January 4, 2017, in Chandler, Arizona.

President Jeff Crippen 

1st Vice President Daniel Greene 

2nd Vice President Doug Saint-Denis 

Member at large 'A' Brett Nelson 

Member at large 'B' Justin Denton 

Immediate Past President Robert Smith 