



INTERNATIONAL POLICE ASSOCIATION
SECTION CANADA

STATUTES

Servo per

2022

RECORD OF AMENDMENTS

Date	Amendment Type
2022-10-22	Adopted by National Executive Council
2022-10-22	Resolution 2022-230-01- Change to single signing authority.
2023-03-28	Resolution 2023-103-2 - Addition – Directive IX – Section 4 - IPA Badge
2023-06-06	Resolution 2023-520-2 – Change – Directive XI, S3, YPOS
2023-07-20	Administrative Changes – R3 and R14 shuttered
2023-08-22	Administrative Change – R18 added
2023-08-22	Administrative Change – Directive IX – Updated International Symbols
2023-09-01	Administrative Change – Yukon transferred from R5 to R9
2023-10-21	Resolution 2023-130-5-Mileage Allowance
2023-10-21	Resolution 2023-10-21-Precedence
2023-10-21	Resolution 2023-130-4-World Congress
2024-08-12	Resolution 2024-130-voting rights added to NEB positions
2024-09-04	Resolution 2024-120-1-Annual General Meetings locations
2024-09-04	Administrative Change – updated NEB position descriptions • Recruiting & Retention • Membership & Rewards • SHEisIPA • Facebook Group
2025-530-2	Resolution 2025-530-2 allows two #SheisIPA members to attend training / seminars / etc.
2025-115-1	Aligning costs for attendance at courses and training • #SheisIPA • World Congress • YPOS • IPA Games

Statutes relating generally to the conduct of the affairs of the
International Police Association – Section Canada
(the “Association”)

That the following shall comprise the statutes of the International Police Association -
Section Canada as required under article 12 of the International Police Association
Statutes.

Preamble

The IPA is committed to the principles as set out in the Universal Declaration of Human Rights as adopted by the United Nations in 1948 and recognizes that any form of torture is absolutely inconsistent with these principles.

Section Canada was officially recognized by the International Police Association on March 16, 1961. After much work by our Founder Rev. Charles Wright of Region 1 and a retired member of the London, Ontario Police Service. Charles passed away on Jan. 20, 2016 at the age of 90 years. As of 2016, on March 16 of each year, IPA Canada regions will recognize this date as Founder’s Day.

The Registered Office of IPA Section Canada shall be the address of the Secretary General as changed from time to time.

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PART I – BYLAWS

BYLAW I - GENERAL**Section 1: Definitions**

In these bylaws and all other documents made pursuant to the bylaws of the association, unless the context otherwise requires:

“Abstention” means a voting member has decided not to vote and as such, their vote is not included in any final tally of votes.

“Annual General Meeting” or “AGM” means a physical, hybrid or virtual meeting of the National Executive Council that members and invited guests may attend.

“Association” when used in these statutes, means the International Police Association - Section Canada unless otherwise stated.

“Auxiliary/Reserve Police Officer” means a person who has received police training and has thereafter been sworn in by a police service as a volunteer Auxiliary or Reserve Police Officer or Peace Officer, whose responsibilities include accompanying sworn peace/police officers performing their duties and providing crime prevention services to the public, as directed.

“bylaws” form Part I of the IPA Canada Statutes; are rules established by the Association to regulate the activities of the association.

“Chairperson” or “Chair” means the presiding officer of the National Executive Council and the National Executive Board.

“Directives” form Part II of the IPA Canada Statutes; are supplementary rules and procedures that complement the bylaws.

“electronic voting” or “eVote” means a method of voting that allows a voter to record their vote using various software or a third-party provider’s software.

“in good standing” means a member of IPA Canada whose membership has not been terminated or suspended.

“IPA Canada” or “IPAC” in these Statutes, means International Police Association - Section Canada

“majority vote” means a vote of fifty percent plus one (50% + 1) of those who have voted.

“National Executive Board” or “NEB” is comprised of elected and appointed members whose responsibility is the management of the day-to-day activities of the association within the parameters outlined in the Statutes.

“National Executive Council” or “NEC” is comprised of all regional presidents or a regional delegate, the IPA Canada President, Secretary General, Treasurer, and the Past President.

“officer” means an individual elected or appointed to the National Executive Board or a Regional Executive Committee.

“official correspondence” includes correspondence received or sent to any person or entity that is or may be of historical or legal value. Official Correspondence does not include internal or routine emails, sent or received in the conduct of regular business.

“police officer” for the sole purpose of determining membership eligibility means, a sworn peace officer whose primary functions are the prevention of crime, enforcement of municipal, provincial or federal law and the preservation and maintenance of public peace.

“Police Service” means, a branch, service, department or force whose functions are the prevention of crime and the enforcement of municipal, provincial or federal law, together with the preservation of peace and maintenance of good order.

“President” when used in these statutes, means the International Police Association-Section Canada National President unless otherwise stated.

“quorum”, for meetings of the National Executive Council and the National Executive Board, means fifty percent plus one (50% +1) of the total number of members entitled to vote. In establishing quorum, the President may be included in the count.

“Regions” means the following Regions that have received a charter from IPA Canada.

REGION	NAME	REGION	NAME
1	London/Waterloo	9	British Columbia Mainland and Yukon
2	Toronto	10	Hamilton
4	Manitoba, Saskatchewan, Nunavut	13	Vancouver Island
5	Edmonton and NWT	15	Montréal
6	Ottawa	16	NB, PEI, Newfoundland and Labrador
7	Montreal	17	Nova Scotia
8	Québec	18	Northern Ontario

"resolution, ordinary" means a formal written document, prepared and submitted in a prescribed format and within a stated timeframe, that requires the approval of fifty percent plus one (50%+1) of voting members in attendance to pass.

"resolution, special" means a formal written document, prepared and submitted in a prescribed format and within a stated timeframe, that requires the approval of two-thirds (2/3's) of voting members in attendance to pass.

"Treasurer" when used in these statutes, means the International Police Association-Section Canada Treasurer unless otherwise stated.

"Voting member" means a member entitled to vote.

Section 2: Interpretation

In the interpretation of these bylaws and all other documents made pursuant to the bylaws, unless the context otherwise requires, words in the singular include the plural and vice-versa, words in one gender include all genders, and "person" includes an individual, body corporate, partnership, trust and unincorporated organization.

Section 3: Severability

The invalidity or unenforceability of any provision in these bylaws shall not affect the validity or enforceability of the remaining provisions of the bylaws.

Section 4: Title and Motto

The Association shall be called the "International Police Association - Section Canada". The motto of the International Police Association, in Esperanto, is "Servo per Amikeco" (Service through Friendship).

Section 5: Emblem and Logo

The emblem of the IPA is protected by copyright under the W.I.P.O. (World Intellectual Property Organization).

The official logo of the IPAC shall be a red maple leaf surrounding the round logo of the International Police Association. As of 2014 a second Canadian logo containing the Maple Leaf logo behind the upper left corner of the International Police Association logo was approved. All members shall be entitled to wear the Section Canada logos.

Section 6: Corporate Seal

The Association has an approved Corporate Seal and the Secretary General of the Association shall be the custodian.

Section 7: Affiliation & Authority

1. To be recognized as a National Section of the IPA, Section Canada shall follow the Procedure for the Foundation and Affiliation of National Sections and adopt national statutes in accordance with the International Statutes, especially with regards to article 2 of the International Statutes that shall be included in the national statutes.
2. The National Executive Council acknowledges the authority of the International Executive Council, upon which it is represented, and will undertake to carry into effect the policy and directions of the International Executive Council, save for any restrictions imposed by any laws in force in Canada.
3. The National Executive Council, shall be the governing body for the Association and shall supervise the management of the activities and affairs of the association and shall have the authority to:
 - (a) by special resolution, approve the creation, change or amendment of bylaws. A new or revised bylaw, once approved by the National Executive Council, will take effect as soon as it is promulgated to the membership.
 - (b) by ordinary resolution, approve the creation, change or amendment of Directives. A new or revised Directive will take effect as soon as it is promulgated to the membership
4. When amendments to the bylaws are made, the amendment will carry in brackets the month and year the resolution was passed i.e. [JAN/22] to indicate Jan 2022 at the end of the paragraph(s). Amendment dates may be removed after three years.

Section 8: Aims and Objectives

1. The aims and objectives of IPA Canada shall be consistent with those of the International Police Association.
2. The International Police Association is an independent body made up of members of the police service whether on active duty or retired, and without distinction as to rank, sex, race, colour, language or religion. Its purpose is to create bonds of friendship and to promote international cooperation. It is committed to the principles set out in the Universal Declaration of Human Rights adopted by the United Nations in 1948. Its aim includes the development of cultural relations amongst its members, a broadening of their general knowledge, and the exchange of professional experience, in addition, it seeks to foster mutual help in the social sphere and to contribute within the limits of its possibilities to the peaceful coexistence of different peoples and to the preservation of world peace.

3. To this end, IPA Canada undertakes:
- (a) To unite all serving and retired members of law enforcement, with the view to establishing ties of friendship and mutual aid among them.
 - (b) To organize or facilitate exchange holidays, pen friendships and group visits.
 - (c) To encourage and stimulate the work of public service. To promote respect for law and the maintenance of order among members of the police service in all member countries and when the opportunity arises, to engage in social and cultural activities.
 - (d) To render assistance to non-members when such is deemed necessary in the interest of humanity and common decency.
 - (e) To exchange publications regularly among national Sections with the view to encouraging relations between members of the IPA throughout the world.
 - (f) To establish a correspondence service to inform members on all subjects of interest to the Association.

Section 9: General Provisions

Where any discrepancy cannot be satisfactorily resolved by the ordinary rules of interpretation, the English text of the statutes prevails over the French text.

Section 10: Precedence

In the event of any conflict between the wording contained in the statutes of the International Police Association - Section Canada, and any other document, the wording in the statutes of the International Police Association - Section Canada shall prevail and shall take precedence. [Oct/23]

BYLAW II - FINANCIAL**Section 1: Fiscal Year End**

The fiscal year end of the association shall be December 31st of each year.

Section 2: Banking Arrangements

1. The banking business of the association shall be transacted with such chartered banks, trust companies, credit unions or other firms or bodies corporate carrying on a banking business in Canada or elsewhere as the National Executive Council may designate, appoint or authorize from time to time by resolution. The banking business or any part of it shall be transacted by an officer or officers of the National Executive Board.
2. All monies received for or on behalf of the IPA Canada shall be paid into an account at a registered financial institution approved at para (1).
3. All cheques and other financial documents shall be made payable to "IPA Canada".
4. Signatories
 - (a) The President, Secretary General and Treasurer shall be authorized to sign cheques for IPA Canada.
 - (b) Only one signature will be required on each cheque, however, written approval of the President or Secretary General shall be obtained before a cheque is issued and that written approval shall form part of the financial transaction documentation held by the Treasurer. [Oct/22]
 - (c) In cases where electronic banking (eTransfer or Electronic Funds Transfer) is used in lieu of a cheque, the same approval process at sub-para (b) applies.

Section 3: Revenue from Membership Dues

1. Annual membership dues shall be shared between the Region and the National Treasury. The Region shall retain \$ 20.00 and the National Treasury shall receive \$15.00.
2. The National Treasury portion of membership dues shall be paid by the regions to the Treasurer before the last day of January of the following year.
3. Regions that have not paid as per sub-para (2), will not be permitted:
 - (a) to attend National Executive Council meetings.

- (b) to request membership cards.
 - (c) participate in any IPA events or activities, in Canada or Internationally.
 - (d) submit International Travel Forms,
- until the Region's portion of annual dues owing has been paid in full to the Treasurer.

Section 4: IPA Canada Accounts – Yearly Review

1. IPA Canada National accounts shall be reviewed each year by a member or members selected by the National Executive Board. An accounts review report or statement shall be presented at the Annual General Meeting held that same year.
2. A reviewer or reviewers may not be a member of the National Executive Council, the National Executive Board or a member from the same region as the Treasurer.

Section 5: Financial Statements

1. The Treasurer shall prepare and present to the National Executive Council, a statement of the financial position of the Association, on a quarterly or biannual basis depending on the meeting schedule of the National Executive Council.
2. The statement shall form part of the Minutes for that meeting.
3. The Association's financial statements shall be made available to members upon request.

Section 6: Borrowing powers

No officer or member of the association may:

- (a) borrow money on the credit of the association.
- (b) issue, reissue, sell, or hypothecate debt obligations of the association.
- (c) give a guarantee on behalf of the association to secure performance of an obligation of any person.
- (d) mortgage, hypothecate, or otherwise create a security interest in all or any property of the corporation, owned or subsequently acquired, to secure any obligation of the association.

Section 7: Directors and Officers Liability Insurance

The Association shall maintain in force Directors and Officers Liability Insurance and General Liability Insurance or by any other name called, for the Association and the Regions. A copy of the policy(ies) will be kept by the Secretary General.

Section 8: Remuneration

1. All officers shall serve as such without remuneration and no officer shall directly or indirectly receive any profit from occupying a position on the National Executive Council, National Executive Board or Regional Executive Committee.
2. Officers may, however, be reimbursed for reasonable expenses that are incurred in the performance of their duties provided the amount of any such remuneration or reimbursement is considered reasonable by the National Executive Board or the Regional Executive Committee, as appropriate.

Section 9: Mileage Allowance

The mileage allowance for NEB members and other members requested to travel on behalf of the NEB or NEC is \$ 0.59 per km. This rate does not apply to regions who may have their own mileage allowance. [Oct/23]

BYLAW III – MEMBERSHIP

Section 1: Categories of Membership

1. Ordinary Membership

	CATEGORY	CONDITIONS
SERVING	Police Officer Peace Officer Police Cadet Special Constable Provincial Sheriff Service ⁽¹⁾	For the sole purpose of determining membership eligibility, means, a sworn peace officer whose primary functions are the prevention of crime, enforcement of municipal, provincial or federal law and the preservation and maintenance of public peace. ⁽¹⁾ Duties must be consistent with those of a police officer. This excludes those whose principal duties are clerical or administrative.
	Auxiliary Police Officer Reserve Constable Military Police Reservist	Must be part of or be employed by a police service, department or force.
	Civilian employees	Full-time employees who work directly with front-line officers on receiving and/or dispatching calls for service or on the scene of crimes for forensic investigation purposes.
FORMER \ RETIRED	Police Officer Peace Officer Police Cadet Special Constable Provincial Sheriff Service Auxiliary Police Officer Reserve Constable Military Police Reservist Civilian employee	Must have met the conditions of 'SERVING' above.

2. Life Membership

	CATEGORY	CONDITIONS
SERVING \ FORMER \ RETIRED	Life member	May be granted to a member of the association who has been an ordinary member for five (5) years and who has provided significant service(s) to the benefit of a region or the association as a whole Shall be subject to a recommendation, in the form of an Ordinary Resolution prepared by a member's Regional Executive Committee or the National Executive Board and approved by the National Executive Council. In determining the meaning of significant service, the National Executive Council will take into account the influence, importance or cumulative effect of the member's contribution to the region and/or the association.

3. Foreign Associate Membership

	CATEGORY	CONDITIONS
SERVING \ FORMER \ RETIRED	Foreign Associate Membership	Shall be open to members of the police community of any other country where the International Police Association does not exist and whose police status is equivalent to that of "Ordinary" membership of IPA Canada. Shall become a member of the region recruiting the member and shall have "Foreign Associate Membership" in that region and IPA Canada. Application for "Foreign Associate Membership" shall be subject to the approval of the regional executive and the National Executive Board by means of submitting a resolution for consideration and vote. A Foreign Associate Membership shall be withdrawn on the formation of a Section of the IPA in that member's country. A Foreign Associate Member is not eligible to be a voting member of the NEC or NEB.

4. Extraordinary Membership

	CATEGORY	CONDITIONS
WIDOW \ WIDOWER	Extraordinary	Shall be open to a widow or widower of a deceased member that was in good standing of IPA Canada. Shall receive a membership card and are not required to pay membership dues. May not hold office at the regional or national level. The Regional Executive Committee will be responsible to inform the widow or widower of the option of becoming an Extraordinary member and will assist with the application process, if required. Widows or Widowers have one year from the date of death to accept membership.

5. Honorary Membership

	CATEGORY	CONDITIONS
NON – IPA MEMBERS	Honorary	May be granted to a person who, in the opinion of the National Executive Board, has rendered noteworthy service to a Region / IPA Canada, the police profession, or to law enforcement in Canada. Shall not hold office at the IPA Canada National level. May fill office at the regional level to a maximum of one "Honorary Member" per executive. The office held shall not be that of President, Secretary or Treasurer. An application for Honorary Membership must be made by the Regional Executive Committee concerned and be submitted to the National Executive Board, by means of a resolution, for consideration and vote.

Section 2: Appeal

All applications for membership shall be subject to the approval of the Regional Executive Committee. Any application that is not approved by a Regional Executive Committee may be appealed in writing to the National Executive Board. The decision of the National Executive Board will be final.

Section 3: Changes to Membership Qualification

Any changes to the membership qualifications shall not be made retroactive and may in no way disqualify existing members from continuing as members of the IPA.

Section 4: Application for Membership

1. An application for membership in IPA Canada shall be in writing or online using an IPA Canada Membership Application form and members shall be recruited regardless of rank, race, colour, sex or creed.
2. Membership fees shall be paid in advance of membership being granted
3. Upon receipt of an application form, a region may enroll a new member who qualifies for membership regardless of the applicant's geographical area of work or residence.
4. If an application for membership is received directly by the region and not from the National Membership Coordinator, a copy of the application shall accompany a request for a membership card.

Section 5: Annual Membership Dues

1. Annual membership dues are \$ 35.00.

2. If a new member joins in the month of November or December, the new member will be required to pay annual dues for the year in question, however, that payment shall retain the member in good standing until the close of the following year.
3. The amount of the membership dues as well as the apportionment of revenue between the region and the National Treasury, shall be determined by the National Executive Council, by means of a Special Resolution.
4. “Ordinary Members” and “Foreign Associate Members” shall pay annual dues to retain membership in good standing. Payments must be made before the first day of April of the year to which the dues relate.
5. Ordinary and Foreign Associate members may be permitted to pay dues for more than one year, however, regions shall not make paying dues for more than one year a condition for enrollment or renewal.
6. An Ordinary Member who has not paid the previous year's dues may regain their membership only after paying the current year's dues and the dues for the previous year(s). Former members will not be permitted to re-join as a new member in order to waive the previous year's dues.
7. Any former Ordinary Member who has let their membership lapse three years or more, including the year in course, shall be processed as a new member. The member's old number may be re-assigned at the discretion of the regional executive.
8. An applicant for Ordinary Membership or Foreign Associate Membership shall pay the full years dues after being informed their application has been approved.
9. Life Members, Honorary Members and Extraordinary Members shall not be required to pay membership dues.
10. Ordinary Members having attained forty (40) years or more of continuous membership in IPA Canada shall not be required to pay the National portion of the yearly membership fee.
11. The membership year for the association shall be from the first day of January to the last day of December in the given calendar year.
12. Each Regional Treasurer shall provide an accounting of the regional membership composition, in the required format, to the Treasurer with the remittance of the

National dues by January 31. This accounting shall be considered to be the membership strength of the region.

Section 6: Revocation of Membership

Membership in IPA Canada shall be revoked for any of the following reasons relating to membership requirements:

- (a) leaving IPA Canada through non-payment of dues,
- (b) an “Honorary Member” of a region who fails, without reasonable excuse, to have contact with that region, or at the discretion of the Regional Executive Committee to which the member belongs,
- (c) an “Extraordinary Member” of a region who fails, without reasonable excuse, to have contact with that region,
- (d) leaving the Auxiliary Police, Reserve Constables or Military Police Reserves and not qualifying for a continuation of “Ordinary Membership”, or
- (e) being a “Foreign Associate Member” whose country forms a National Section of the International Police Association.

Section 7: Privileges

Every member in good standing, shall:

- (a) have access to the association’s Statutes through the National Website.
- (b) receive an International Police Association membership card.
- (c) have access to, all journals, newsletters and other literature published for general circulation by the IPA.
- (d) be permitted to take part in association-sponsored activities subject to the restrictions imposed by the organizing body.

BYLAW IV – IPA CANADA ORGANIZATION**Section 1: National Executive Council (NEC)**

1. The National Executive Council is the governing body for IPA Section Canada.
2. The National Executive Council shall be comprised of all Regional Presidents, the President, who shall serve as Chairperson, the Secretary General, who shall serve as Chairperson during the President's absence, the Treasurer and the Past President.
3. Only Regional Presidents may vote on matters before the National Executive Council. If a Regional President cannot attend, an alternate Regional Executive Committee member may attend on behalf of a Regional President.
4. A proxy may not be given to another Region.
5. The President or during the absence of the President, the Secretary General may vote, only to break a tie.

Section 2: National Executive Board (NEB)

1. Pursuant to article 15 of the International Statutes, National Sections shall elect a National Executive Board whose term of office shall be limited in time by the national statutes and which shall consist of at least a:
 - (a) President
 - (b) Secretary General, and
 - (c) Treasurer
2. The National Executive Board will be responsible for carrying out the day-to-day operations of the association, following the directions set by the National Executive Council and liaison with the International Executive Board and other International Commissions of the IPA.
3. The National Executive Board, by majority vote, shall have the power to act on behalf of the National Executive Council on any matter that, in its opinion, requires immediate action. If this occurs, the National Executive Council shall be notified of the circumstances and action(s) as soon as practical thereafter.
4. Emergency Expenditures

The National Executive Board, by majority vote, shall have the authority to make non-budgeted, single expenditures of up to \$ 1,000.00. The foregoing precludes making two or more emergency expenditures for the same matter. The National

Executive Council shall be notified of emergency expenditures as soon as practical thereafter.

5. In the event that the President is unable or unwilling to continue in office, the Secretary General will assume the office until a by-election can be held.

6. Composition

The National Executive Board shall be comprised of the President, Secretary General, Treasurer and the Vice Presidents of the Membership, Social & Cultural and Communications Commissions as voting members.

7. The NEB may appoint other non-voting members to fill various portfolios as follows:

- | | |
|------------------------------|-----------------------|
| (a) International Committees | (f) Supply |
| (b) Training | (g) Cardmaster |
| (c) Affinity Programs | (h) Newsletter Editor |
| (d) Webmaster | (i) Social Media |
| (e) Travel and Ass./Travel | |

8. The Past President shall be a member of the National Executive Board for a three year term immediately after leaving office. The term is not renewable.

Section 3: Responsibilities of Officers

Every officer of the association in exercising their powers and discharging their duties shall:

- (a) act honestly and in good faith with a view to the best interests of the association.
- (b) exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.

BYLAW V – MEETINGS**PART I – NATIONAL EXECUTIVE COUNCIL****Section 1: General**

1. National Executive Council Meetings shall be held, biannually, quarterly or more frequently as required.
2. One meeting shall be designated as an Annual General Meeting.
3. Meetings may be held: (i) in-person only (physical), (ii) a combination of in-person and online conferencing (hybrid) or by online conferencing only (virtual). In-person or hybrid meetings must be approved by the National Executive Council in advance of the meeting. [Oct / 24]
4. The expenses for the President, Secretary General and Treasurer to attend in-person or hybrid meetings shall be subsidized by the National Treasury. The expenses for other National Executive Board members will be subject to NEC approval through the annual budget process or by Resolution.
5. The President, or if absent, the Secretary General, shall chair all meetings

Section 2: Quorum

1. The quorum for the transaction of business at a National Executive Council meeting shall be fifty percent plus one (50% + 1) of the members entitled to vote at the meeting.
2. If a quorum is present at the opening of a meeting, the members present may proceed with the business of the meeting, even if a quorum is not present throughout the meeting.
3. If a quorum is not present at the beginning of a meeting, the meeting may proceed, however, voting may not take place unless quorum is achieved during the meeting.

Section 3: Agenda

1. An agenda for a meeting of the National Executive Council shall identify each agenda item as: (i) for information, (ii) for discussion or (iii) for a vote.
2. Items for an agenda shall be submitted to the Secretary General within the timeframes identified in Section 16.
3. The Secretary General is responsible for preparing and distributing an agenda for all meetings.

Section 4: Resolution Requirement

1. All matters requiring a vote at a meeting of the National Executive Council shall be supported by a Resolution.
2. Spontaneous motions are not permitted for information or discussion items unless the Chairperson is satisfied that a motion is required to deal with an emergency that cannot wait until the next meeting.
3. Resolutions shall be prepared in the manner prescribed and submitted to the Secretary General within the timeframes identified at Section 16.
4. A Resolution Form may be found on the National Website under Members Area/IPA Forms. Instructions for completion may be found at Directive III.

Section 5: Voting

1. Members authorized to vote may only exercise one vote on any agenda item.
2. As Regional Executive Committee members are permitted to attend on behalf of the Regional President, giving a proxy to another region is not permitted.
3. The chairperson shall not exercise voting powers unless there is a tied vote.
4. When a vote is required, the vote count will include only those who have voted. If a member abstains from a vote, this shall be interpreted as “I am not voting” and as such will not be considered in the final tally of votes.

Section 6: Minutes

1. Minutes of every meeting of the National Executive Council shall be prepared by the Secretary General, in English and French and posted on the National Website within the timeframes identified in Section 16.
2. One copy of the minutes will be filed at the office of the Secretary General and a copy shall be forwarded to the Historian.

Section 7: Annual General Meetings (AGM)

1. An Annual General Meeting shall be held once each calendar year.
2. An Annual General Meeting shall be virtual except for an election year when the meeting may be hybrid. [Oct / 24]
3. Future hybrid Annual General Meetings shall be set, where possible, at least one year in advance at the AGM. [Oct / 24]
4. Subject to the approval of the National Executive Council, the host region will establish the date and the venue for the meeting.

5. The name of the delegate from each region shall be submitted to the Secretary General at least fifteen (15) days before the meeting. [Oct / 24]
6. Financial assistance will be provided to regions hosting the Annual General Meeting to help with costs.
7. The business cost of hosting an in-person Annual General Meeting will be the responsibility of the National Section.
8. Regions hosting an in-person or hybrid Annual General Meeting may set delegate and guest registration fees to cover social hosting costs. The National Executive Board shall receive a budget from the host region and provide fee approval at least six (6) months prior to an in-person or hybrid meeting. [Oct / 24]

PART II – NATIONAL EXECUTIVE BOARD

Section 8: National Executive Board Meetings

1. National Executive Board Meetings shall be held monthly or more frequently as required.
2. Meetings may be held: (i) in-person only (physical), (ii) a combination of in-person and online conferencing (hybrid) or by online conferencing only (virtual).
3. The President, or if absent, the Secretary General, shall chair all meetings.

Section 9: Quorum

1. The quorum for the transaction of business at National Executive Board meetings shall be fifty percent plus one (50% + 1) of the members entitled to vote at the meeting. In establishing quorum, the President may be included in the count.
2. If a quorum is present at the opening of a meeting, the members present may proceed with the business of the meeting, even if a quorum is not present throughout the meeting.
3. If a quorum is not present at the beginning of a meeting, the meeting may proceed, however, voting may not take place unless quorum is obtained later during the meeting.

Section 10: Agenda

1. An agenda for a meeting of the National Executive Board shall identify each agenda item as: (i) for information, (ii) for discussion or (iii) for a vote.
2. Items for an agenda shall be submitted to the Secretary General within the timeframes identified in Section 16

3. If agenda items are not submitted as required at sub-para (b), the agenda item will be placed on the Agenda for the next meeting.
4. The Secretary General is responsible for preparing and distributing an agenda for all meetings.

Section 11: Resolution Requirement

1. All matters requiring a vote at a meeting of the National Executive Board shall be supported by a Resolution.
2. Spontaneous motions are not permitted for information or discussion items unless the Chairperson is satisfied that a motion is required to deal with an emergency that cannot wait until the next meeting.
3. Resolutions shall be prepared in the manner prescribed and submitted to the Secretary General within the timeframes identified in Section 16.
4. A Resolution Form may be found on the National Website under Members Area/IPA Forms. Instructions for completion may be found at Directive III.

Section 12: Voting

1. Members authorized to vote may only exercise one vote on any agenda item.
2. Proxy voting is not permitted.
3. The chairperson shall not exercise voting powers unless there is a tied vote.
4. When a vote is required, the vote count will include only those who have voted. If a member abstains from a vote, this shall be interpreted as “I am not voting” and as such will not be considered in the final tally of votes.

Section 13: Minutes

1. Minutes of every meeting of the National Executive Board shall be posted on the National Website within the timeframes identified at Section 16.
2. One copy of the minutes will be filed at the office of the Secretary General and a copy shall be forwarded to the Historian.

PART III – REGIONAL EXECUTIVE COMMITTEE

Section 14 Meetings

1. Each Regional Executive Committee shall determine the frequency of regional executive committee meetings.
2. Each region shall hold a yearly Annual General Meeting.

Section 15: Minutes

The minutes of a Regional Annual General Meeting shall be forwarded to the Secretary General and the Historian within sixty (60) days of the meeting.

PART IV – SCHEDULE

Section 16: Schedule for Agenda Items, Resolutions and Minutes

Meeting	Frequency	Agenda Items & Resolutions	Minutes
National Executive Committee	Monthly	Items shall be submitted five (5) days before the meeting.	Minutes will be posted to the National Website within fifteen days of a meeting
	Quarterly	Items shall be submitted fifteen (15) days before the meeting.	
	Bi-Annual	Items shall be submitted thirty (30) days before the meeting.	
National Executive Board	Monthly	Items shall be submitted five (5) days before the meeting	Minutes will be posted to the National Website within fifteen days of a meeting
Agenda Items and Resolutions not submitted on time will be placed on the next meeting agenda.			

BYLAW VI - REGIONS

1. IPA Canada shall be comprised of regions that will work together through the National Executive Board in a horizontal or flat organizational model to advance the aims and objectives of Section Canada.
2. In order to retain regional status, a region must have an elected Regional Executive Committee consisting of, as a minimum, a President, Secretary and Treasurer and have twenty (20) or more Ordinary Members on January 1st of each year. If a region does not have the requisite number of members on January 1st, the region may apply to the National Executive Board for an extension of up to three (3) months to elect a Regional Executive Committee and/or attain the required number of members. An extension shall not be granted twice in one calendar year.
3. Governing Body

Each region shall have an elected regional executive committee consisting of a President, Secretary and Treasurer. Depending on the need and individual circumstances, a region may elect or appoint additional executive committee positions.

The Regional Executive Committee shall be the governing body for all IPA matters.
4. In the case of an elected key regional executive who is unable for whatever reason to carry out the duties of their office, the regional executive committee may hold a by-election or appoint a member to the office for the balance of the term, if applicable.
5. Individual members or Regions within IPA Canada must receive approval from the National Executive Board prior to initiating any promotional activities (e.g. Friendship Weeks) that involve the participation of IPA members from outside of Canada.

Section 2: Responsibilities

1. Support, comply with and carry out the purposes of IPA Canada and IPA International as set out in the IPA Canada Statutes and the International Statutes, as amended or replaced from time to time.
2. Work collaboratively with IPA Canada and in conjunction with the decisions of the National Executive Council and the National Executive Board.

3. Carry out the regional activities prudently, with due diligence and in a reputable manner and be responsible for all expenses incurred in carrying out the region's activities.
4. Act at all times in a manner that does not bring IPA International or IPA Canada into disrepute or undermine their strategic objectives.
5. Comply with all applicable laws and regulations.
6. Align its advocacy and messaging with IPA Canada's national advocacy and messaging.

Section 3: IPA Canada Approval

The Region shall not proceed with any of the following without NEC's prior written approval, except for changes required by law, where applicable:

- (a) the acquisition, sale, lease, or mortgage of any real property.
- (b) any fundamental change to its programs or objectives that would contradict the Aims and Objectives of IPA International or IPA Canada.
- (c) the amalgamation of the Region with any other association, corporation, or entity.

Section 4: Annual General Meetings

Each region shall:

- (a) Convene a minimum of one Annual General Meeting annually.
- (b) Provide a copy of the minutes, in either English or French, of each Annual General Meeting to the Secretary General and the Historian within 60 days following the meeting.

Section 5: Regional Bylaws

1. Regions may draft bylaws for approval by ordinary resolution at a Regional Annual General Meeting.
2. The following conditions apply to Regional Bylaws:
 - (a) they shall not conflict with these statutes.
 - (b) disputes regarding the interpretation of the statutes will be decided by the National Executive Board.
 - (c) a copy of the final approved bylaws shall be sent to the Secretary General

within thirty (30) days.

Section 6: Regional Finances

1. The Regional President, Regional Secretary and Regional Treasurer shall be authorized to sign cheques on behalf of their respective region.
2. The accumulated assets of a Region remain the property of IPA Canada, however, active regions may retain the assets for its administration and to ensure that local programs, to advance the Aims and Objectives of IPA Canada in that Region, are met.
3. If a region is dissolved or is expelled from the IPA, all assets held by the region shall be sent to the Treasurer within fifteen (15) days of dissolution or expulsion.
4. No Region may incur a liability it is unable or unwilling to discharge.
5. Regional Treasurers shall, upon request from a member of their region, provide an up-to-date financial statement.

Section 7: Member Transfers

1. When a member moves from one region to another, it will be the responsibility of the current region to advise the receiving region of the transfer request and to forward a copy of the member's file.
2. The new region will be responsible for contacting the member, advising them of their new membership card number, and relaying this information to the Vice President Membership Commission.
3. Regions will decide between themselves the amount of dues, if any, that are transferred with the member.

Section 8: Expulsion and Suspension

1. In the event of a violation of the IPA Canada Statutes by a region, the National Executive Board President shall:
 - (a) Bring the matter before a meeting of the National Executive Council,
 - (b) Provide details of the violation, and
 - (c) Recommend disciplinary measures that may include suspension or expulsion from the IPA.
2. Any IPA Canada region which has not paid its portion of the required annual

national dues. shall, after being in arrears for two years, receive a letter of notice of arrears, by registered post, fax or e-mail from the Treasurer.

Should the region not pay after this warning, the NEC shall, after 60 days, pronounce its expulsion.

BYLAW VII – ASSOCIATION RECORDS**Section 1 Maintenance of Documents, Books and Records**

IPA Canada and each Region will each establish and keep proper and adequate documents, books and records in relation to its operations and activities and monies received and disbursed, which documents, books and records will not either wilfully or fraudulently misrepresent any fact, condition or report required to be made by the Statutes or by law. Such documents, books and records will include, but are not limited to, its key governing documents, minutes of meetings, annual reports, financial statements, and any other records, documents or information that would either be maintained in the normal course of operations of the party or would otherwise be available to the public or to members of the association.

Section 2 Association Records

The National Executive Board shall prepare and maintain at its registered office, records containing:

- (a) the Statutes and Directives, and amendments to them.
- (b) the minutes of meetings of the National Executive Council.
- (c) the minutes of meetings of the National Executive Board.
- (d) the resolutions presented at a meeting of the National Executive Council.
- (e) the resolutions that were presented at a meeting of the National Executive Council and the National Executive Board.
- (f) a complete Membership List.

Section 3: Membership List(s)

1. All Regions shall, at the request of the Vice President, Membership, submit their membership list in the requested format, no later than the 1st day of November of each year.
2. If a member ceases to be a member, Regions will notify the Vice President Membership, by email, and include and member's membership number and the date the member ceased to be a member of the IPA.
3. Access to membership lists shall be restricted to only those members who have a valid requirement. All other access requests must be approved by the National Executive Board.

Section 4: Communications

Every member shall forward a copy of any correspondence written on behalf of IPA Canada to the Secretary General.

Section 5: Historical Records

1. Historical Records are defined as official documents that recognize an event in the life of the association. Historical documents include but are not restricted to: minutes of meetings, financial documents and official correspondence.
2. Retention of all historical documents shall be indefinite and the responsibility of the Historian. All other correspondence shall be retained for a period of three (3) years. Membership applications may be destroyed two (2) years after a member leaves IPA Canada.
3. Commencing on January 1, 2022, all Historical records will be sent to the National Historian electronically.

BYLAW VIII – CODE OF ETHICS / CONDUCT**PART 1 – CODE OF ETHICS**

As an Association, we are committed to:

- Integrity in our actions.
- Responsibility for our decisions and their consequences.
- Acting honestly, truthfully and with integrity in all our transactions and dealings.
- Avoiding conflicts of interest.
- Treating every individual with dignity and respect.
- Complying with both the spirit and the letter of the law.
- Being responsible, transparent and accountable for all of our actions.
- Improving the accountability, ethical conduct and effectiveness of the Association as we evolve.
- Recognizing that our differences can be our strengths

PART 2 – CODE OF CONDUCT**Section 1: Application**

The Code of Conduct applies to all members of IPA Canada. To ensure the best interests of IPA Canada and its members are protected, all members are responsible for their acts or omissions and are subject to disciplinary measures as laid out in this Bylaw.

Section 2: Purpose

The Code of Conduct lays out IPA Canada's principles, standards, and the moral and ethical expectations that members are held to as they interact with the association and other members. A code of conduct is an integral part of IPA Canada's compliance efforts.

Section 3: General Rules of Conduct

1. All matters of policy connected with the IPA Canada shall be discussed only in IPA circles and no matter shall be discussed with unauthorized persons or disclosed to the media except through the NEB.
2. No discussion or activity shall be permitted which affects or concerns any Police Act in Canada, or the pay, pensions, or conditions of service of any Police Service, Department or Force at any meeting of IPA Canada. Any discussion or activity occurring in contravention of this rule shall be void and of no effect.

3. No member shall promote or attempt to promote any discussion concerning politics, religion, or racial matters at any meeting of IPA Canada, or through the medium of correspondence with any member of IPA Canada.
4. No member shall promote or publish a statement that the member knows is false or is reckless as to the truth.

Section 4: Compliance

1. IPA Canada requires all members comply with these Statutes.
2. If a member becomes aware of a violation of these statutes. by an IPA member or third- party doing business with or on behalf of IPA Canada, it is the member's responsibility to report the matter to the President and/or the Secretary General.

Section 5: No Retaliation

Members who report a concern in good faith shall not be subjected to any adverse action including:

- (a) Bullying or harassment, either in person or online,
- (b) Exclusionary behaviour, or
- (c) Any other behaviour that singles out the person unfairly.

Section 6: Conflict of Interest

1. Officers must act in the best interests of IPA Canada and must refrain from engaging in any activity that presents a conflict of interest that could compromise their judgement or ability to act in the association's best interest.
2. Officers must disclose any business relationships, associations or activities that could create actual, potential, or even perceived conflict of interest:
 - (a) If a Regional Executive Committee member, to that committee.
 - (b) If a member of the National Executive Board, to that committee.
 - (c) If a member of the National Executive Council, to that committee.

In all cases, the disclosure will be recorded in the minutes.

Section 7: Confidentiality

Officers must maintain the confidentiality of sensitive information entrusted to them, including but not limited to, personal or employment information gathered through the application. Information released as part of an internal IPA Canada process does not violate the confidentiality requirements.

Section 8: Equal Opportunity

IPA Canada will not tolerate discrimination based on race, colour, religion, gender, age, national origin, sexual orientation, marital status or disability.

Section 9: Harassment

IPA members will be treated with dignity and respect at all times. Any type of harassment, including physical, sexual, verbal or other, is prohibited. Harassment includes actions, language or written words that create an intimidating or hostile environment.

Section 10: Bullying

IPA Canada is committed to ensuring that all members enjoy a respectful environment that is free of bullying, including but not restricted to:

- (a) Spreading malicious rumours or gossip.
- (b) Excluding or isolating someone socially, including while serving on an Executive Committee.
- (c) Establishing impossible deliverables.
- (d) Withholding necessary information or purposefully giving the wrong information.
- (e) Intimidating someone.
- (f) Impeding someone's work.
- (g) Belittling someone.

PART 3 – DISCIPLINARY ACTION

Section 1: Definitions

The following definitions are exclusive to this Part:

“**Chairperson**” means the chairperson of the National Executive Board.

“**Complainant**” means any IPA member in good standing who has launched a formal complaint.

“**IPA documents**” means IPA International Statutes and IPA Canada Statutes.

“**National Executive Board**” means the President, Secretary General, Treasurer and the three Vice Presidents.

“**Respondent**” means a member whom a complaint has been made.

Section 2: Mandate – National Executive Board

1. The National Executive Board shall investigate all complaints of actual or perceived wrongdoing made by a member.
2. An investigation of a member’s conduct may be initiated after a complaint is submitted by a member.
3. The National Executive Board may appoint a member to act in the capacity of an investigator.
4. The National Executive Board shall have the authority to make disciplinary decisions related to its findings.
5. Criminal Matters
 - (a) If the National Executive Board determines, at any time, that the substance of the complaint or alleged contravention of the Statutes, may reasonably constitute a criminal offence, the Chairperson shall contact the appropriate police agency and cooperate with any criminal investigation.
 - (b) The National Executive Board may proceed with the internal disciplinary process unless doing so would compromise the criminal investigation. The Chairperson shall consult with the investigating police agency to make this determination.
6. Anonymous Complaints

The National Executive Board is not obligated to follow up on anonymous complaints, as the underlying information provided in such a complaint may not be verifiable and anonymous complaints may deny fair process to the respondent’s

ability to provide a full answer and defence to an accusation. However, if the National Executive Board believes that the anonymous complaint provides sufficient information to warrant reasonable concern about a member's conduct, the National Executive Board may launch an investigation.

7. Conflict of Interest

To ensure that all processes under this Part are fair and transparent:

- (a) If a member of the National Executive Board is from the same region as the complainant or the respondent, the member shall be disqualified from participating under this Part.
- (b) If the Chairperson is disqualified, the Secretary General shall assume the role of Chairperson.

8. Virtual Communications

The use of videoconferencing is permitted when in-person meetings are not practical.

Section 3: Interpretation of IPA Documents

- 1. All documents will be liberally construed to secure a determination that is fair and just.
- 2. IPA Documents shall not be interpreted or applied in a manner that is inconsistent with any provision of these Statutes.
- 3. In the event of a conflict between the English version of a rule and the French version of a rule, the English version shall take precedence

Section 4: Disclosure

- 1. The Chairperson will make such timely disclosure to the complainant and the respondent of a complaint as follows:
 - a. all relevant information (whether inculpatory or exculpatory) in the National Executive Board's possession, unless the matter has been referred for police investigation.
 - b. in the case of written or documentary evidence, copies of the written or documentary evidence, or an opportunity to examine the evidence, unless the matter has been referred for police investigation.
- 2. The obligation on the National Executive Board to disclose is a continuing one. Consequently, after initial disclosure has been made, it is incumbent upon the Chairperson to provide timely disclosure of information subsequently obtained

and information previously considered irrelevant, but whose relevance has subsequently become apparent.

3. The National Executive Board has no obligation to share any information except as required in this Part.

Section 5: Complaint Process

1. Launching a Complaint

A formal complaint must be initiated in writing by a Complainant and submitted to the Chairperson. The Chairperson must, within fourteen (14) days of receipt of a written complaint, send an acknowledgment letter or email to the Complainant.

2. Preliminary Review

Upon receipt of a complaint, the Chairperson will call a special meeting of the National Executive Board and take one of the following actions:

- (a) If in the opinion of the National Executive Board, the nature of the complaint does not constitute a serious contravention of the Statutes, the matter may be referred to mediation between the parties, as follows:
 - i. Both parties must agree to mediation;
 - ii. A decision not to participate in mediation will have no impact on a complainant's or respondent's rights in the complaints process;
 - iii. If the mediation is successful, the case will then be closed; and
 - iv. If the complaint cannot be mediated, it shall be investigated.
 - (b) if the complaint is determined to be frivolous, vexatious, or made in bad faith, the complaint may be dismissed.
 - (c) if the complaint identifies an act or activity that is criminal, the Chairperson will contact the police agency having jurisdiction.
 - (d) launch an investigation.
3. If the complaint is dismissed, the Chairperson must inform the Complainant and the Respondent, in writing, within fourteen (14) days after the complaint was dismissed.

Section 7: Investigation

1. The National Executive Board may require the Complainant and/or the Respondent to provide additional information that is necessary to properly

investigate the complaint, including a written statement.

2. If the Complainant refuses or is otherwise unable to provide any necessary information, the National Executive Board may dismiss the complaint for want of evidence.
3. If the National Executive Board determines that the missing information is necessary to ensure a proper investigation, or to provide the Respondent with fair process, the National Executive Board will make one of the following decisions:
 - (a) dismiss the complaint.
 - (b) provide the Complainant with a date by which to provide the missing information and direct that if the information is not provided, the complaint will be dismissed.
 - (c) determine that the missing information is not required and continue the investigation without the information.
4. At the conclusion of the investigation, the National Executive Board will take one of the following actions:
 - (a) dismiss the complaint, as unfounded.
 - (b) dismiss the complaint, as unsubstantiated.
 - (c) dismiss the complaint as being frivolous, vexatious, or made in bad faith.
 - (d) impose a penalty on the Respondent.
5. The Chairperson shall inform the Complainant and the Respondent of the decision.

Section 8: Penalties

1. The following range of penalties are available to the National Executive Board:
 - (a) Issue a written warning outlining corrective actions that are required to retain membership in the IPA.
 - (b) Suspend the Respondent's IPA membership for a period not exceeding twenty-four (24) months.
 - i. The National Executive Board shall issue written instructions regarding the Respondent's retention or return of IPA Canada issued membership card, the payment of membership dues and the conditions to be met for its return.

- ii. Failure to follow the instructions issued by the National Executive Board constitutes a violation of this Part and the National Executive Board may impose additional sanctions, including terminating the Respondent's membership in the IPA.
- (c) Terminate the Respondent's IPA membership.
- 2. The Chairperson must produce a written report containing the reasons for its decision and provide that report to the Complainant and the Respondent within thirty (30) days of the decision.

Section 9: Appeal

1. If a Complainant or Respondent wishes to appeal a decision, each may petition the Chairperson in writing, within thirty (30) days from the receipt of the Chairperson's report and outline the reason(s) for requesting an appeal.
2. Upon receipt of an appeal request, the Chairperson shall forward the report prepared at 8(b) and the appeal request to the National Executive Council members and schedule a vote at the next National Executive Council meeting.
3. The National Executive Council shall have the following options when voting:
 - (a) Uphold the decision of the National Executive Board.
 - (b) Reject the decision and impose an alternate penalty.
 - (c) Dismiss the matter.
4. The decision of the NEC shall be final and will be recorded in the meeting minutes.

BYLAW IX - DISSOLUTION

The dissolution of the International Police Association – Section Canada can only occur with the unanimous agreement at an Extraordinary Meeting of the National Executive Council at which at least three-quarters (3/4's) of the members are present.

In the event of the dissolution of the International Police Association – Section Canada, the disposition of the assets of the Section shall be decided at the Extraordinary General Meeting.

PART II - DIRECTIVES

Directives contain rules and procedures and complement the Bylaws

DIRECTIVE I – NATIONAL EXECUTIVE BOARD ELECTIONS**Section 1: Selection Process**

1. All members seeking election to one of the following positions on the National Executive Board shall have served on a Regional Executive for a period of at least two years:
 - (a) President
 - (b) Secretary General
 - (c) Vice President, Membership Commission
 - (d) Vice President, Social & Cultural Commission
 - (e) Vice President, Communications Commission
2. Members applying for the position of Treasurer need not have served on a Regional Executive, rather, applicants should have, as a minimum, previous accounting or bookkeeping experience.
3. In the event there is no nominee with the required experience, the Returning Officer can call for a nominee who has related experience of any length. If there is still no nominee, the National Executive Council may appoint a member whom they feel offers equivalency in experience and ability.
4. Any member qualified to seek a National office may hold only one (1) National Executive position. If nominated for more than one position, the Secretary General will, at the close of the nominations, request that the nominee choose the position for which they wish to stand. The nominee will have 48 hours from date and time of notice to advise the Secretary General of their decision. If no decision is forthcoming within the allotted time, the first position for which the nominee was nominated will, by default, be the position for which the nominee will be deemed to be standing for.
5. All other nominees affected by the decision of those who have been nominated for more than one position will be advised.
6. The election of officers at para (1) shall be held every three years at an Annual General Meeting.

Section 2: Length of Terms and Conditions

1. Elected positions shall generally have a term not exceeding three (3) years.

2. A three-year term may be extended due to extraordinary circumstances by a majority vote of the National Executive Council.
3. In the event that an elected officer is unwilling or unable to carry out the appointed duties of his office, a new election will be called as soon as practical after the departure of the incumbent officer. Staggered terms shall be permitted. The National Executive Board may appoint a member to fill the position until a by-election is held.
4. In the case of an officer elected at para 3, the officer has the option to fill the remaining term only or to select a new three (3) year term. If the officer elects a new three-year term an election must be called on the third year.
5. The President, Secretary General, Treasurer and three Commission Vice Presidents shall be elected by a majority vote of the National Executive Council.
6. Ideally, appointments to the National Executive Board should be filled within 60 days of an Annual General Meeting at which elections were held.

Section 3: Pre-Election Procedures

1. Secretary General

- (a) Sixty (60) days before an election is to be held, the Secretary General shall ensure that a nomination form is sent to all members.
- (b) The nomination form shall:
 - i. display a caveat stating that “only members who have served on a regional executive committee for a minimum of two (2) years, may be nominated”;
 - ii. that “the foregoing requirement does not apply to the Treasurer position” and that anyone with previous accounting or bookkeeping experience may be nominated; and
 - iii. show a closing date, thirty (30) days later for nominations to be submitted and a statement that nominations received after the closing date will be rejected.
- (c) Twenty (20) days before an election is to be held, the Secretary General shall ensure that a ballot form is sent to all National Executive Council

members.

- (d) The ballot form shall:
 - i. list all candidates, alphabetically, by surname, and
 - ii. show a closing date of five (5) days before an election is to be held and a statement that ballots received after the closing date will be rejected.

2. Returning Officer(s)

- (a) The National Executive Board shall appoint a Returning Officer and an Alternate Returning Officer, if deemed necessary, fifteen (15) days before an election is to be held.
- (b) The Returning Officer(s) shall not be a nominee for any elected position.
- (c) In the event of a tie, the Returning Officer shall make his vote known, by email, to all National Executive Council members. A copy of the email shall form part of the minutes of the meeting.
- (d) The Alternate Returning Officer in the absence of the Returning Officer may cast a deciding vote in the event of a tie.

Section 4: Voting

- 1. Voting shall be by electronic ballot to ensure anonymity.
- 2. Ballots will be distributed and tabulated by a third-party provider similar to Simply Voting.
- 3. At the end of the voting period, the third-party provider will tabulate the votes and send a certified copy of the tabulations to the Returning Officer.
- 4. The Returning Officer shall hold and keep secret the results of the voting until the end of the Annual General Meeting when the Returning Officer shall assume the role of Chairperson.

Section 4: Election Procedures

- 1. The Chairperson will adjourn the meeting and hand over the Chairperson role to the Returning Officer.
- 2. The Returning Officer will ask the questions found at Appendix “A”.

3. If a National Executive Council member denies receiving notification of an election or receiving a ballot or both, the Returning Officer shall ask questions of the Secretary General and the National Executive Council member to ascertain the reason(s) why:
 - (a) If it is determined that the reason(s) were the result of an administrative error and the National Executive Council member was disadvantaged, the member may vote by sending the Returning Officer an email with their vote preferences and the Returning Officer shall amend the final vote count before the election of National Executive Board members can proceed.
 - (b) If it is determined that the reason(s) were the result of the member's inattention, the election of officers shall proceed using the votes cast.
4. The Returning Officer will announce the results of the election.
5. When announcing the results of the election, the Returning Officer shall not indicate the number of ballots cast for each individual member and will only indicate the member who has received the majority number of votes.
6. The Returning Officer shall conclude the meeting by swearing in the newly elected National Executive Board officers using the Declaration at Appendix "B".

Appendix “A”

Questions for the Executive Committee**To Secretary General:**

“As per this Directive, did you send out a notification to all the National Executive Council members that an election of National Executive Bureau officers would be held at this AGM and request nominations for those positions?”

“Did you, upon receipt of completed nominations, ensure that an official ballot, listing all those nominated, alphabetically by surname, was sent to all members of the National Executive Council, together with a date when the ballot must be returned?”

To National Executive Council:

“Are there any National Executive Council members who did not receive such official notification?”

“Are there any National Executive Council members who did not receive an official ballot form for this election?”

Appendix “B”

Declaration by Elected Officers on the NEB

“[*name*], you have been elected / acclaimed to the National Executive Bureau as “[*state position*]”.

“Do you accept this position and affirm that you are fully aware of all the requirements, responsibilities and duties, as delineated for this position under Directive II of the IPA Canada Statutes?”

“Do you also affirm that you will with impartiality and to the best of your ability, fulfill these duties?”

“I now declare you [*state position*] of IPA Canada.

Congratulations.”

DIRECTIVE II – NATIONAL EXECUTIVE BOARD POSITION DESCRIPTIONS**Section 1: General**

1. All officers will act honestly and in good faith with a view to the best interests of the corporation and must exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.
2. Position descriptions are intended to provide an overview of duties only. Additional duties and tasks may be accepted, assigned or transferred based on the needs of the association.

Section 2: President (Elected position)

The President shall:

- a. Preside at all meetings of the National Executive Council and the National Executive Board.
- b. Be responsible to call other than regular meetings of the National Executive Council and the National Executive Board.
- c. Be an ex-officio member of any committee or sub-committee appointed by the National Executive Council and the National Executive Board.
- d. Ensure that all provisions of the Section Canada Statutes are adhered to by all members.
- e. correspond with members of the International Executive Board and members of the International Executive Council on matters related to IPA Canada.

Section 3: Secretary General (Elected position)

The Secretary General shall:

- a. maintain an accurate file of correspondence relating to the office and duties of the Secretary General.
- b. Notify all members of the National Executive Council and National Executive Board of meetings at which their attendance is required.

- c. Provide all members of the National Executive Council and National Executive Board with an agenda and all available information related to the meetings.
- d. Prepare and circulate the minutes of all meetings of the National Executive Council and National Executive Board.
- e. Notify all members of the National Executive Council and National Executive Board of the contents of any important correspondence received.
- f. Ensure that all steps and documentation required for the creation of a new sub-region / region meet all requirements in the Statutes and once confirmed, report these findings to the National Executive Board.
- g. Perform other duties and prepare reports as assigned by the President.

Section 4: Treasurer (Elected position)

The Treasurer shall:

- a. Maintain a bank account in the name of the IPA Canada at a registered financial institution that has offices/branches across Canada.
- b. When requested by President, prepare a report showing an accurate financial status of the IPA Canada.
- c. Pay all authorized accounts in the name of the IPA Canada and collect all monies owing to IPA Canada.
- d. Collect annual dues from regions by the end of January of each year and advise the Secretary General which regions that have not remitted.
- e. Pay the required annual membership levy to the International Police Association, IEB Treasury, prior to the last day of March annually.
- f. Present an up-to-date financial statement to the National Executive Council quarterly and at an Annual General Meeting. A financial statement prepared for an Annual General Meeting will constitute a quarterly report.

- g. Prepare an annual budget for IPA Canada. Each annual budget must be presented to the National Executive Council for approval, within thirty (30) days of year end.
- h. Perform other duties and prepare reports as assigned by the President.

Section 5: Vice President, Membership Commission (Elected position)

The Vice President, Membership Commission shall:

- a. Define the goals and projects for the promotion and recruiting of new members.
- b. Coordinate activities with the national membership coordinator.
- c. Coordinate activities with regional membership coordinators.
- d. Coordinate activities with the national membership cardmaster.
- e. Develop Resolutions to support the adoption of best practices for membership processing and coordination.
- f. Perform other duties and prepare reports as assigned by the President.

Section 6: Vice President, Communications Commission (Elected position)

The Vice President, Communications Commission shall:

- a. Define the goals and projects for the Communication Commission.
- b. Coordinate activities for external communications and promotional outreach and campaigns.
- c. Coordinate with regional webmasters and social media coordinators.
- d. Develop Resolutions to support the adoption of best practices in the area of digital communications and social media.
- e. disseminate relevant IPA information to the membership in a regular and timely manner.
- f. Provide an annual report covering the commission's activities.

- g. Perform other duties and prepare reports as assigned by the President.

Section 7: Vice President, Social and Cultural Commission (Elected position)

The Vice President, Social and Cultural Commission shall:

- a. Define the goals and projects for the Social and Cultural Commission.
- b. Be responsible for disseminating information about national contests, international training and the coordination of national events and tasks such as photography and video contests, Arthur Troop Scholarship, Young Police Officer Seminar, etc.
- c. Recommend activities such as conferences or seminars that will promote better exposure and recognition of IPA Canada.
- d. Oversee the development of existing social and cultural projects.
- e. Propose a plan of action and goals for the term.
- f. Encourage the exchange of best practices on a social and cultural level between regions.
- g. Perform other duties and prepare reports as assigned by the President.

Section 8: Recruiting & Retention Coordinator (Appointed position)

The Recruiting & Retention Coordinator shall:

- a. Reporting to the Secretary-General.
- b. Develop a procurement strategy for membership benefits.
- c. Contact, procure and secure membership benefits with potential partners.
- d. Develop and maintain relationships with membership benefits partners.
- e. Promote membership benefit partners to IPA via social media and any other forms of communication.
- f. Maintain and update the list of all membership benefit partners.
- g. Any other tasks as assigned.

Section 9: National Membership Rewards Coordinator (Appointed position)

The National Membership Rewards Coordinator Shall:

- a. develop supporting strategies to attract, engage, and retain members within IPA Canada.
- b. work collaboratively with national, regional, and section leadership to promote membership growth, strengthen member participation, and enhance the overall value of IPA membership.
- c. provide outreach to eligible agencies, supporting recruitment initiatives, monitoring membership trends, and contributing to programs that encourage long-term member engagement and retention.

Section 10: National Travel Secretary and Ass./Travel Secretary (Appointed positions)

The National Travel Secretary and Assistant Travel Secretary shall:

- a. Coordinate all requests for accommodation, entertainment, and hospitality received from other national sections or IPA Canada regions.
- b. Distribute requests to the appropriate region(s) as necessary.

Section 11: National Membership Coordinator (Appointed position)

The National Membership Coordinator shall:

- a. Retrieve all online membership applications submitted via the website.
- b. Forward all applications to the respective regions for processing.
- c. Request membership cards for new and renewing members.
- d. Maintain an up-to-date membership list.
- e. Liaise with Regional membership coordinators,
- f. Assist Regional membership coordinators as necessary.
- g. Maintain an updated list of regional membership coordinators.

Section 12: National Cardmaster (Appointed position)

The National Cardmaster shall:

- a. Liaise with the Vice President Membership Commission on membership card matters
- b. Maintain, restock and issue membership cards to regions, as necessary
- c. Maintain, restock and manage printing-related equipment.
- d. Submit expense claims on a quarterly or yearly basis for any postage and/or equipment supply purchases to the Treasurer for reimbursement.

Section 13: National Webmaster (Appointed position)

The National Webmaster shall:

- a. Liaise with the Communications Commission and Social Media Coordinator.
- b. Maintain and manage the national website, including site and software licenses.
- c. Keep web pages current.
- d. Act as the site administrator.
- e. Address all information security issues.
- f. Manage user access.
- g. Troubleshoot, fix and debug issues that arise with the performance of the Website.
- h. Maintain links and update content as required.
- i. Develop plans for future changes or updates to the website.
- j. Provide an annual report on all activities.

Section 14: National Social Media Coordinator

Position discontinued [Jan/26]

Section 15: National Supplies Officer (Appointed position)

The National Supplies Officer shall:

- a. Have produced and maintain adequate quantities of national supplies including such items as: international membership lapel pins, international car decals, IPA Canada red maple leaf lapel pins, plaques and souvenirs.
- b. Keep an accurate record of stock and accounting.
- c. Maintain a list of approved suppliers.
- d. Seek out necessary quotes to ensure the best prices are obtained from approved suppliers.
- e. Fill and mail orders.
- f. Ensure electronic invoices are issued to the purchaser and copied to the Treasurer who will collect payment.
- g. Submit expense claims for shipping and administration to the Treasurer quarterly or yearly for reimbursement.

Section 16: National Newsletter Editor (Appointed position)

The National Newsletter Editor shall:

- a. Collect and publish news items of interest to readers.
- b. be responsible for publishing a quarterly National Newsletter.
- c. provide an archival copy of every National newsletter to the National Historian.

Section 17: International Commission Representative (Appointed position)

The International Commission Representative is responsible for preparing and submitting reports, as requested, to the following bodies:

- a. ISCC International Socio-Cultural Commission.
- b. ERC External Relations Commission.
- c. IPC International Professional Commission.

Section 18: National Training

The National Training officer shall:

- a. Define the goals and projects for national training programs and initiatives.
- b. Coordinate national training programs.

Section 19: National #SHEisIPA

1. The National #SHEisIPA Lead shall:

- a. Develop and manage an approved project plan for Canada with the strategic aim to embrace an inclusive vision for the future of the International Police Association.
- b. Align International Police Association of Canada with the international #sheisipa Project Plan mandate.

2. Financial Support for Attending Training [Jun 26]

The NEB shall pay the registration costs for two (2) #SheisIPA members attending #SheisIPA training/seminars and travelling costs in the amount of \$1,000 per member.

Section 20: National Facebook Group

The National Facebook Group Officer shall:

- a. Ensure applicants answer security questions before being accepted
- b. Ensure that posts are vetted and appropriate
- c. Search police related social media, both Canadian and International, for current information and post
- d. Post updated information from IPA section Canada

Section 21: Immediate Past President

The Immediate Past President shall be an honorary position on the National Executive Board, filled by the outgoing National President and may not exceed past a single three-year term of office, even though the incumbent National President may retain his office,

and shall:

- a. Provide advice and assistance to members of the National Executive Council and the National Executive Board.
- b. Carry out any tasks assigned by the National Executive Council.

DIRECTIVE III – RESOLUTION FORM

Section 1: Overview

Resolution Forms are used to record decisions made by the National Executive Council and the National Executive Board. Resolution Forms are also used to support meeting minutes by providing a quick reference to discussions held before a decision was made. Resolution Forms, distributed before a meeting, also allow members time to review the Resolution, do any research that is required and be prepared to discuss the Resolution at the meeting.

Section 2: Guide to Completion

1. Type of Resolution

Select the type of Resolution. An Ordinary Resolution requires the approval of fifty percent plus one (50%+1) of voting members in attendance to pass. A Special Resolution requires the approval of two-thirds (2/3's) of voting members in attendance to pass.

2. Title

The title should be as clear and concise as possible.

3. Narrative

- Must clearly describe the matter being brought forward for a vote.
- If references are used, provide the complete reference e.g. document title, section, para, etc.
- Avoid the use of uncommon acronyms or abbreviations.
- Only one (1) matter per Resolution unless the matters are directly related. Multiple matters submitted on a single Resolution Form may cause the Resolution form to be rejected.

4. Justification

Provide a narrative proving what is being submitted is right or reasonable.

5. Implications if not adopted

Identify the consequences of the Resolution not being adopted.

6. Financial Considerations

Identify the financial considerations if the Resolution is adopted and conversely the financial costs (consequences) if the Resolution is not adopted.

Section 3: After Completion

Once the form is completed, the form needs to be saved to the member's computer or an external hard drive and then a copy of the saved file needs to be sent to the Secretary General at sg@ipa-canada.org.

Sample Resolution Form

INTERNATIONAL POLICE ASSOCIATION - SECTION CANADA		SECRETARY GENERAL ONLY / SECRÉTAIRE GÉNÉRAL UNIFORMITÉ	
Type of Resolution / Type de résolution ☐ ORDINARY RESOLUTION / RÉOLUTION ORDINAIRE ☐ SPECIAL RESOLUTION / RÉOLUTION SPÉCIALE		Date Received / Date de réception 	Control No. / N° de contrôle
		Meeting Date / Date de la réunion 	Disposition / Disposition
Title / Titre 			
Resolution / Résolution (attach another page if necessary / joindre une autre page s'il y a besoin) 			
Justification 			
Implications if not adopted / Implications si non adopté 			
Financial Considerations / Considérations financières 			
Prepared by / Préparé par 	Date 	Entry / Entrée 	Page: of:

DIRECTIVE IV – REGIONAL DESIGNATION AND BOUNDARIES

Region One	That portion of the Province of Ontario within the Counties of Bruce, Grey, Huron, Dufferin, Wellington, Perth, Waterloo, Oxford, Middlesex, Elgin, Essex, Kent and Lambton.
Region Two	The Western borders of Renfrew and Lennox & Addington counties up to the eastern boundary of Manitoba, Grey, Dufferin, Wellington and Halton.
Region Three	Dissolved (was Calgary)
Region Four	Includes the Provinces of Manitoba, Saskatchewan and the territory of Nunavut.
Region Five	Alberta and the Northwest Territories
Region Six	The north and east boundaries with the Province of Quebec. The south boundary is the St. Lawrence River & Lake Ontario and the West boundary is the counties of Renfrew, Lennox, & Addington.
Region Seven	The portion of the Province of Quebec bordered by the St. Lawrence River lined by Region 15, the Ontario border to the West lined by Region 6, the city of Trois-Rivières at its eastern limit lined by Region 8.
Region Eight	The portion of the Province of Quebec bordered to the west by the city of Trois-Rivières lined by Region 7, to the south to and including the city of Sherbrooke and the United States border lined by Region 15, to the east by Region 16
Region Nine	Mainland British Columbia and the Yukon.
Region Ten	That part of Southern Ontario within the boundaries of the counties of Halton, Wentworth, Brant, Haldimand-Norfolk and Niagara
Region Eleven	Dissolved (was Windsor).
Region Twelve	Dissolved (was Manitoba).

Region Thirteen	Vancouver Island and the out Islands.
Region Fourteen	Dissolved (was Lethbridge)
Region Fifteen	That portion of the Province of Quebec bordered to the north by the St. Lawrence River lined by Region 7, from the Ontario border lined by Region 6 to the west, to the south the United States border, to the east by the western city limits of Sherbrooke lined by Region Eight, and to the north East to Route 55 to the St-Lawrence river at the Laviolette Bridge lined by Region Eight.
Region Sixteen	The Provinces of Newfoundland and Labrador, New Brunswick, and Prince Edward Island.
Region Seventeen	The Province of Nova Scotia
Region Eighteen	That portion of the Province of Ontario bordered to the North by Hudson's Bay, to the East by the Province of Quebec and Renfrew County, (Ont.), to the South by the Districts of Nippising and Parry Sound and the United States border, and to the West by Lake Huron, Lake Superior and the Province of Manitoba.

DIRECTIVE V – PROCEDURES FOR FORMING A REGION**Section 1: General**

All steps for the formation of a new region must be met in the order they are presented.

Step 1 - Initial Requirements

Members wishing to form a new region shall appoint from their numbers, a Coordinator who shall be responsible for dealings with the host region and the National Executive Board. The name and contact information of this member will be shared with the host region and the Secretary General.

Step 2 - Resolution Requirement

1. The Coordinator will be responsible for preparing an Ordinary Resolution requesting the formation of a new region. The resolution shall include, at a minimum:
 - (a) the names and membership numbers of at least twenty (20) ordinary members in good standing, living or working within the proposed geographical area, that agree to join the new region. A separate appendix may be used for this purpose.
 - (b) the geographical boundaries being sought.
 - (c) a detailed justification for a new region.
2. A copy of the Resolution shall be forwarded to the Secretary General and the host region.

Step 3 - Approval to Proceed

The Secretary General will introduce the Resolution at the next meeting of the National Executive Board for a vote. A majority (50% + 1) vote will be required for the Resolution to pass. The Secretary General will inform the host region and the Coordinator of the results of the vote.

Step 4 - Formative Steps

The host region shall assist the new region through the following formative steps:

1. The host region will call a General Meeting and a minimum of seventy-five percent (75%) of the proposed membership of the new region must attend or indicate their support for a new region in writing.

2. The General Meeting shall be attended by at least three (3) members of the host region and between them, shall select a chairperson for the meeting.
3. The Chairperson shall confirm:
 - (a) the NEB has approved the Resolution for a new region of the IPA Canada to be established.
 - (b) that the new region acknowledges the authority of the National Executive Council and will abide by the IPA Canada Statutes.
 - (c) the geographical boundaries of the new region.
 - (d) that the new region is prepared to elect a founding executive.
 - (e) that the new region will be identified as Sub-region # (number of sponsoring region). This designation shall be used for all administrative purposes until full regional status is granted by the National Executive Board.

If the host region is unable or unwilling to proceed with the above steps, the National Executive Board may, by majority vote, sponsor the new region and assume the responsibilities of the host region.

Step 5 - Election – Founding Executive

1. The meeting Chairperson will be responsible to call an election for the Founding Executive.
2. The proposed new region must elect, at a minimum, an Interim President, Secretary and Treasurer.
3. Candidates must be elected by a majority vote of those members in attendance.

Step 6 - Responsibilities of New Elected Executive

Following the election, the meeting Chairperson shall confirm with the new interim executive committee members that they are responsible to:

1. designate signing officers and open a bank account in the name of the newly formed sub-region.
2. At the conclusion of the meeting or as soon thereafter as practical, provide the Secretary General with:
 - (a) the names, full mailing addresses, email addresses and telephone numbers of the newly elected executive.

- (b) the names, full mailing addresses, email addresses and class of membership of all members of the new region.
- (c) a copy of the minutes of the founding meeting.

Step 7 - Confirmation of New Region

1. Before full regional status is granted, the Secretary General must verify that all the steps required for the formation of a new region have been met.
2. Having been verified, the Secretary General will assign a region number and confirm the region name and will direct the Treasurer to provide the new region with the sum of \$100 per region to assist in their implementation.

Section 2: Membership

5. Immediately following confirmation as a new region, the new region shall provide the host region with an updated list of members, including their membership numbers, to the host region and request an accounting of dues paid as of the date of confirmation.
6. The transfer of membership dues will be negotiated between the two regions.
7. The new region may request permission from the Secretary General to retain the host region's membership cards for the remainder of the fiscal year.
8. Members retain the right to remain with the host region or join the new region, however, a member cannot be a member of two regions.

DIRECTIVE VI – MEMBERSHIP CARDS

1. Each membership card number shall be constructed as follows:
 - (a) CA – denoting Section Canada
 - (b) L, O, F, EM, or H – denoting type of membership:
 - L – Life member
 - O – Ordinary member
 - F – Foreign Associate member
 - EM – Extraordinary member
 - H – Honourary member
 - (c) member number – assigned by the region
 - (d) R# - denoting region
 - (e) Each identification step will be separated by an oblique stroke.
 - (f) *Example: CA/O/1234/R#*

DIRECTIVE VII – ELECTRONIC VOTING**Section 1: Types**

1. Two methods of electronic voting are recognized for use by IPA Canada:
 - (a) Internal

Using software like Cognito Forms, to record votes for matters where anonymity is not required, e.g. member surveys, registration for events, etc.
 - (b) External

Using a third-party provider, similar to Simply Voting, to record votes for matters where anonymity is required, e.g. NEB Elections, etc.
2. What method is used will be decided by the organizer.
3. The foregoing does not apply to the regions.

DIRECTIVE VIII – PROCUREMENT POLICY

Section 1: Policy

All members will obtain appropriate authorization and use appropriate processes when purchasing goods or services for and on behalf of IPA Canada.

Section 2: Purpose

The purpose of the Procurement Policy is to provide guidance to all IPA Canada members, with respect to purchasing functions. All IPA Canada members delegated with purchasing authority by the NEB shall follow the guidelines set out in the Procurement Policy. All procurement activities shall meet the current and future needs of the organization, providing fiscal transparency, responsibility and accountability.

Section 3: Scope

The Procurement Policy applies to the purchase of Goods and Services by any IPA Canada member on behalf of IPA Canada. The policy governs the acquisition of Goods and Services, by purchase or lease, with IPA Canada funds.

The Secretary General and Treasurer will provide the administrative direction to carry out the policy by stipulating the procedures and controls necessary to ensure that expenditures are made according to sound business practices with appropriate accountability and ethics.

Section 4: Responsibilities

The National Executive Board is responsible for:

- (a) Ensuring all purchases are performed in accordance with this policy.
- (b) Delegating expense authorization in writing to the appropriate person.
- (c) Ensuring that organizational standards are adhered to for purchases.
- (d) Ensuring that no payments are made without the appropriate authorization.
- (e) Entering into purchasing contracts on behalf of IPA Canada.
- (f) Coordinating purchasing record keeping (documentation, quotes, etc.) and retention of records for a period of seven years for auditing purposes.

Section 5: Purchasing Authorization

The President or Secretary General shall review and authorize any purchase pre-approved in the Budget. The National Executive Board will seek the approval of the National Executive Council for all non-budgeted purchases.

Section 6: Emergency Purchases

Exigent circumstances may occasionally arise and contribute to emergency situations within the organization. In emergency situations, when pre-approval of National Executive Council cannot be obtained within 3 business days and without making the emergency purchase could cause serious business interruption of the organization's daily operations, the President or the Secretary General may authorize the purchase(s). Any purchases made outside of normal purchasing procedures must be reported to the National Executive Council as soon as practical thereafter.

Section 7: Purchasing Process

Any purchase of goods and services, unless otherwise pre-approved and agreed upon by the National Executive Council with an existing sole source provider, shall require the following process:

- (a) Written quotations and/or proposals from a minimum of three vendors.
- (b) Use of normal invoice procedures.
- (c) A comprehensive assessment of the proposals or quotations undertaken by the NEB.

Section 8: Procurement Preferences

Purchasing from local businesses is preferred where Goods and Services of an acceptable, quality are readily available at competitive prices. Preference shall also be given to goods made in Canada.

Section 9: Prohibitions

The following activities are prohibited unless specifically approved by National Executive Council:

- 4. The dividing a single purchase into smaller purchases to avoid the requirements of this policy.
- 5. Purchases made by any member of IPA Canada for personal use.
- 6. A member representing IPA Canada shall not accept a gift, favour or service from any individual, organization or corporation, other than: the normal exchange of gifts between friends, the normal exchange of hospitality between persons doing business together, tokens exchanged as part of protocol; or the normal presentation of gifts to persons participating in organizational functions.

DIRECTIVE IX – IPA EMBLEMS AND LOGOS**Section 1: IPA Emblem**

1. Restrictions on the use of the IPA Emblem, as per Article 9 of the International Rules, are as follows:
 - (a) National Sections and Regional Groups are authorized to use the emblems of the Association as long as this does not jeopardize the trademark protection.
 - (b) The IPA emblems must not be utilized for unapproved commercial purposes.
 - (c) Sections may authorize their Regional Groups and members to use the emblems only under the above-mentioned conditions.
 - (d) Any change made to the emblem jeopardizes trademark protection and is therefore not permitted.
 - (e) The emblems may be superimposed over other artwork, but other artwork may not be superimposed over the emblems. If in doubt, proposed artwork should be submitted by National Sections, through the National Executive Board, to the Head of Administration for evaluation and approval.
2. In keeping with the above, a Region may use the IPA Emblem on items for sale or presentation provided such use does not contravene section 1.1. The production and sale of these items will be the responsibility of the region concerned and proceeds from all sales will go to the Regional Treasury.
3. The use of the emblem for any commercial purpose must be approved by the National Executive Board

Section 2: IPA Logo

While not specifically mentioned in International Statutes or Rules, IPA Canada agrees to afford the IPA International logo the same level of protection as for the Emblem and will follow the guidelines set out in Section 1.

Proposed designs/artwork may be sent to the NEB for approval when there is doubt that a particular design/artwork may contravene this Directive.

Section 3: Approved Graphics

1. International



2. IPA Canada



Section 4: IPA Badge

1. Definition

An IPA Badge is defined as a metallic object, resembling a police metallic badge (or its likeness), that bears the crest or roundel of the International Police Association or displays the words International Police Association or any derivatives of the name (e.g. I.P.A or IPA) [Mar/23]

2. Prohibition

IPA Canada Regions shall not sell, offer for sale or have manufactured, an IPA Badge. [Mar/23]

3. Exceptions

The foregoing prohibition does not apply to miniature IPA badges that are no larger than 3.81 X 3.81 centimetres (1 1/2 X 1 1/2”), in the form of lapel pins/collar dogs, souvenirs or promotional items like keychains, jewellery, pendants, etc. [Mar/23]

DIRECTIVE X – AWARDS AND SCHOLARSHIPS**Section 1: John Minarik Award**

John Minarik (1904 - 1974) was a member of IPA Region One who had served as an Auxiliary Police Officer with the City of London Police.

The John MINARIK Memorial Award is the primary award of IPA Canada, that has been presented annually since 1975 to a member, in good standing, who displays outstanding service and devotion to the IPA.

Nomination forms shall contain the nominee's name and a brief narrative describing the nominee's contribution along with an attached short bio. The form must be signed by the President and the Secretary from the nominee's respective Region.

The nomination form must be forwarded to the Secretary General prior to the beginning of the Annual General Meeting.

Completed nomination forms forwarded to the Secretary General prior to the Annual General Meeting, shall be turned over to the Awards Committee, made up of three (3) National Executive Council members in attendance, preferably one from each of IPA Canada's three geographical zones, who do not have a nominee from their respective region, who in turn will choose the most deserving recipient.

The National Executive Board will be responsible to ascertain the best way to present the award.

The original large trophy plaque will no longer be presented to the winner. Instead, the winner will receive a certificate

See Appendix "A" for a list of recipients.

Section 2: The Charles R. Wright Award

The "Charles R. Wright" Award was provided to IPA Canada as a gift from Region 1 and Region 10 on the occasion of the 40th Anniversary of the Section. The award is named in honour of our Founder, Reverend Charles R. Wright.

The "Charles R. Wright" Award shall be granted each year at the AGM to the Region with the most new members recruited during the previous year. That region must have been operational for at least one year.

The National Treasurer shall determine the winning region each year and shall base that decision on the statistics in the completed Annual Dues Report for the payment of the annual regional membership dues.

The original "Charles R. Wright" Award plaque will no longer be presented to the winner. Instead, the winner will receive a certificate.

See Appendix "B" for List of Recipients

Section 3: Arthur Troop Scholarship (ATS)

1. Basis

The application process is outlined in the "Procedure for the Arthur Troop Scholarship" and is duplicated in this section for member convenience only.

As this scholarship is controlled by the International Executive Board (IEB), this section must be dynamic and may be changed by the National Executive Board without the need for a Resolution.

As soon as IPA Canada receives information that applications are being accepted for this scholarship, members will be notified by email and the notification will also be advertised on the National website.

Questions related to the ATS should be sent to the Vice President, Social and Cultural Commission.

2. Definition

The Arthur Troop Scholarship, as a legacy to Arthur Troop, is a professional education and advanced training bursary, with the aim of aiding IPA members in their professional careers and promoting the International Police Association.

3. Programme

The Arthur Troop Scholarship shall be awarded to IPA members annually at the IPA World Congress.

A total budget of 25,000 € shall be set aside annually for the Arthur Troop Scholarship.

Each awardee may receive a bursary of up to 2500 € which shall contribute to the cost of the seminar, conference or symposium fee, as well as travel and accommodation expenses.

4. Applicants

Applicants must have been a member of the IPA for a minimum of 3 years and must currently be performing a law enforcement role.

5. Application

The relevant Arthur Troop Scholarship Application Form shall be available on the international website of the IPA (www.ipa-international.org). Applicants are obliged to complete the application form to the required quality and standard. An estimated budget must be included. The completed application form shall be submitted to the International Administration Centre (IAC) at iac@ieb-ipa.org.

In addition, all applicants must inform the IPA Canada Secretary General (sg@ipa-canada.org) that they have submitted an application and that they meet all requirements.

The Secretary General will be responsible for sharing the above information with the Vice President Social and Cultural Commission and the Regional President(s) concerned.

6. Timeframe

The closing date for sending completed application forms for the following calendar year to the IAC is 31 March. Any applications received after this date will be taken into consideration for the following year.

Each Arthur Troop Scholarship must be used between 1 January and 31 December of the year following the granting of the scholarship.

Awardees who are unable to use their scholarships in the relevant year due to extraordinary circumstances may have the bursary carried over to the following year. The Chairperson of the International Professional Commission (IPC) shall be the final arbitrator.

7. Confirmation of membership

The IAC shall request confirmation of the 3 years' membership of the applicant from the Secretary General of the relevant section.

The Secretary General shall confirm this no later than 1 May of the respective year.

8. Finances

Applicants are required to read and abide by the 'Procedure for Travel and Accommodation Expenses'.

Advances of the Arthur Scholarship bursary shall only be granted in exceptional circumstances, following a written request and including an estimated budget. The decision will be made by the Chairperson of the IPC.

Any advance payments are to be repaid by the awardee if the scholarship is not used as agreed.

9. Assessment

The Chairperson of the IPC shall oversee the administration of the assessment of the Arthur Troop Scholarship. The assessment board shall consist of no less than 3 temporary members of the IPC.

It is mandatory that the applicants complete all application fields, in their own words.

Applications shall be evaluated using an assessment matrix.

Any applications which do not meet the minimum requirements shall not be evaluated further.

10. Awarding Process

The Chairperson of the IPC shall ratify the decision of the assessment board and submit the list of awardees to the IEB for formal approval.

The awardees of the Arthur Troop Scholarship shall be announced by the Chair of the IPC at the IPA World Congress.

The Arthur Troop Scholarship shall preferably be awarded to at least one applicant from each continent, provided an application has been submitted that is of the required quality and standard.

Applicants may only be awarded the Arthur Troop Scholarship once and awards are not transferable from one IPA member to another IPA member.

11. Bursary Payment

After completion of the Arthur Troop Scholarship, awardees shall submit, by email (signed and scanned):

- a report detailing the acquired knowledge, including photographs
- a reimbursement form
- a bank detail form
- supporting receipts

To receive the bursary, the above-listed documents are to be forwarded to the Chair of the IPC within 1 month following the completion of the seminar, conference or symposium.

12. Agreement

All reports and photographs submitted by recipients of the Arthur Troop Scholarship shall become the property of the IPA. All documents may be used as decided by the Chair of the PC, for advertising and promotion of the IPA.

13 Promotion

Award recipients agree to deliver presentations on the benefits of the Arthur Troop Scholarship as requested by the national board of the applicant.

It is expected that recipients shall endeavour to create opportunities within their law enforcement agencies to share their acquired knowledge gained from the attended seminar, conference or symposium and promote IPA membership.

APPENDIX “A”

John Minarik Award

The following members of the IPA Canadian Section have been presented with the John Minarik award:

1975 Bill PRZECZEK	1993 Donald LAVOIE	2011 Ernie DERRY
1976 Charles WRIGHT	1994 Roger TEDBALL	2012 Steve SMEDLEY
1977 Lucien TESSIER	1995 Bill ZAYCHUK	2013 John BOWSER
1978 Murray LEE	1996 James MAITLAND	2014 Guy BABIN
1979 Charles VINCENT	1997 Harold BEAUDIN	2015 Larry YIP
1980 Ted ETHIER	1998 Phillippe MICHAUD	2016 Bernard BERGEVIN
1981 Francis BRAZEAU	1999 Robert ENGEL	2017 Jean-Francois LEBLANC & Guy BOISMENU
1982 Clay McADAM	2000 Don HUNT	2018 Karen FROST
1983 Robert CHRISTENSEN	2001 Jim GOLBOURN	2019 Richard LAPERRIERE
1984 Donald MacKAY	2002 Walt IRESON	2020 Murray CLARK
1985 Harry SUMMERTON	2003 Ken FARROW	2021 No Nominee
1986 Alec NEVILLE	2004 Marcel ST. ONGE	2022 Len MacPherson
1987 Gerry VERCAMMEN	2005 Larry SHEPPARD	2023 Joe Rizzutti
1988 William WEBB	2006 Paul DEAN	2024 Bill Murrell
1989 Not awarded	2007 Harvey CREEK	
1990 Denis MORIN	2008 Boyd BROWN	
1991 DENNIS THOMPSON	2009 Barry BOS	
1992 PHIL BAILEY	2010 Denis NADEAU	

APPENDIX “B”

The Charles R. Wright Award

The following regions have been presented with this award:

2001 Region 13 Vancouver Island
2002 Region 3 Calgary
2003 Region 11 Windsor
2004 Region 5 Edmonton
2005 Region 7 Montreal
2006 Region 3 Calgary
2007 Region 7 Montréal
2008 Region 1 London Waterloo
2009 Region 16 Atlantic Canada
2010 Region 15 Montérégie
2011 Region 3 Calgary
2012 Region 9 Mainland B.C
2013 Region 1 London Waterloo
2014 Region 13 Vancouver Island
2015 Region 16 Atlantic Canada
2016 Region 16 Atlantic Canada
2017 Region 16 Atlantic Canada
2018 Region 15 Montérégie
2019 – 2024 Region 16 Atlantic Canada

DIRECTIVE XI – INTERNATIONAL EVENTS**Section 1: Disaster Relief Fund**

IPA Canada has set up an emergency / disaster relief fund in order to assist Sections victimized by a disaster. The fund shall be allotted \$1 per member based on the number of members as of January 31st of each year.

Section 2: World Congress

1. The President is the delegate for all World Congresses.
2. IPA Canada will allow up to two (2) observers to attend the annual world congress. Each will be subsidized the cost of registration and \$1,000 for travel. [Jun/25]
3. The prospective candidates must be elected regional executive members or members of the National Executive Board.
4. All candidates must submit, to the Secretary General, a document explaining why they believe they should be selected.
5. If more than two candidates apply, a decision will be made by the President and Secretary General using the written document prepared by the candidates. The decision shall also take into consideration if the member has attended a World Congress before.
6. The Treasurer will provide the delegate going to the World Congress, a maximum of \$600 to be used as a donation to a charity set up by the host Section. If no charity is available, then the money can be used to purchase souvenir gifts for the other delegates.

Section 3: Young Police Officers Seminar

7. IPA Canada will subsidize up to two (2) candidates who have been selected to participate in a World Young Officers Seminar. Each will be subsidized the cost of registration and \$1,000 for travel. [Jun/25]

Section 4: IPA Games

8. IPA Canada will subsidize up to six (6) candidates to participate in the IPA Games. If more the six members apply, the NEB shall make the final decision on who attends. Each member will be subsidized the cost of registration and \$1,000 for travel. [Jun/25]

DIRECTIVE XII – FALLEN MEMBERS

1. The President is responsible to ensure that a letter of sympathy and condolence is sent to the family of an IPA Canada member who is killed in the line of duty.
2. It shall be the responsibility of the Regional President of the region concerned to inform the President of the Line of Duty Death (LODD)
3. A copy of the letter shall be sent to the Regional President concerned and the Historian.

DIRECTIVE XIII - CORRESPONDENCE

1. Every member of the National Executive Council shall forward to the Secretary General, a copy of any correspondence written on behalf of the IPA Canada. A copy shall also be forwarded to the Historian.
2. Every member of any committee or sub-committee shall forward to the Secretary of that committee or sub-committee, one copy of any correspondence written on behalf of that committee or sub-committee or resulting from any official capacity of that committee or sub-committee.
3. Upon dissolution of any committee or sub-committee, the Secretary of that committee or sub-committee shall tender all files of that committee or sub-committee to the Secretary General. A copy of the files shall also be sent to the Historian.
4. Every member acting in any official capacity for IPA Canada shall maintain a file of all correspondence received, on behalf of the IPA Canada. Any such files will be transferable to a member elected or appointed to that position.
5. Any member in receipt of correspondence, all or part of which should be handled by some other member, shall forward the appropriate information direct to the member concerned.

DIRECTIVE XIV – HISTORIAN – TERMS OF REFERENCE**Section 1: General**

1. The IPA Canada Historian is appointed by the National Executive Board and the term for the position is automatically renewed unless, the incumbent no longer wishes to fill the position or the incumbent is asked to vacate the position by the National Executive Board.
2. The Historian will not be reimbursed for travel to national activities unless formally invited to attend, in the capacity of Historian, by the National Executive Board.

Section 2: Responsibilities

1. The IPA Canada Historian shall be responsible for the retention and maintenance of:
 - (a) Historical documentation relating to the formation minutes of each Region.
 - (b) Copies of all IPA Canada minutes and the minutes of each Annual General Meeting held by the regions.
 - (c) An indexed record of motions presented at each Annual General Meeting.
 - (d) Copy of each IPA Canada Constitution and IPA Canada Statutes as amended.
 - (e) Information on National events and International events held in Canada (e.g. World Congress, International Executive Council Meetings, Young Police Officer Seminars, International Youth Gathering, etc.).
 - (f) Photographs videos or publications of historical value to IPA Canada.

Section 3: Retention and Destruction

All records shall be maintained in physical form until converted to a digital format and saved on two separate external storage devices. When information is saved on two separate storage devices, the original documents, photos, etc., may be destroyed.

Section 4: Requests for Information

Information retained by the historian will be made available to IPA Canada members upon request. Members requesting printed information will be responsible for all costs incurred in the reproduction and shipping of the requested material.