



California Association for Property and Evidence, Inc

ALTA CHAPTER

BYLAWS

I. NAME AND GOAL

- A. The name of this organization shall be the Alta Chapter of the California Association for Property and Evidence, Inc. (Herein after referred to as CAPE).
- B. The primary goal of the Alta Chapter of CAPE is to establish a regional forum to promote the professionalism of property and evidence processing.

II. OBJECTIVES

- A. To provide for the educational exchange of operational and technical information of potential benefit to the regional membership.
- B. To provide regional support for the research, collection, exchange and dissemination of information relative to the property and evidence function.
- C. To achieve professionalism of property personnel in the region and to support high standards of performance in the discharge of their tasks.
- D. To promote the regional standardization of property and evidence management and control.
- E. To actively participate in CAPE through regional networking of property and evidence personnel.

III. RESTRICTIONS

Recognizing that each law enforcement agency is an autonomous department, any agreement entered into by the Alta Chapter as a whole, its officers, or any of its members is binding only to those law enforcement agencies that agree on an individual basis.

IV. MEMBERSHIP

- A. Voting membership in the Alta chapter shall be restricted to a single vote per dues-paying representative from each criminal justice agency in the Alta region having charge of property and evidence processing.
 1. The Alta region includes all local, city, county, state and national law enforcement agencies located within the following California counties: El Dorado, Lake, Marin, Mendocino, Napa, Placer, Sacramento, San Joaquin, Solano, Sonoma, Sutter, Yolo and Yuba. Law enforcement agencies in counties other than those listed above may also join the Alta chapter.
- B. Non-voting associate and honorary membership, as described in the CAPT by-laws, shall be available to dues-paying representatives of criminal justice agencies in the Alta region not engaged in property and evidence processing.

V. MEETINGS

- A. Meetings will be held a minimum of three (3) times per year. The annual CAPE Seminar may substitute for one meeting. It is the responsibility of the chapter officers to schedule the appropriate number of meetings.
- B. Meetings will be scheduled at a time and location determined subsequent to solicitation of input from all member agencies. The location of meetings will vary in order to ensure the inclusion of as many agencies as possible.

VI. VOTING

Any measure requiring a vote shall be passed by a simple majority vote of the voting members present. Announcement of a vote shall be included in the meeting agenda disseminated to members at least seven (7) days prior to the meeting date.

VII. OFFICERS

The officers shall be President, Vice President, and Secretary. Only voting members may serve as officers. Each shall serve for a term of two (2) years. Retired members cannot hold the office of President. The President shall appoint no fewer than two (2) members to serve on the nominating committee with the Vice President. Officers shall be elected before August and shall take office at the next consecutive meeting.

VIII. DUTIES

A. The duties of the President shall be as follows:

1. To preside over all regularly scheduled meetings.
2. To serve as a member of the CAPE Board of Directors.
3. To appoint ad hoc Committees comprised of both voting and non-voting members as deemed necessary to conduct the business of the chapter.
4. To communicate on behalf of the chapter with CAPE and other CAPE chapters.
5. To prepare agenda items and schedule meeting speakers.
6. To monitor the funds available in the state-maintained Chapter Treasury and to request funds as necessary to support chapter activities from the CAPE Treasurer.

B. The duties of the Vice President shall be as follows:

1. Duties of the President in his/her absence.
2. Duties of the Secretary in his/her absence.
3. To act as parliamentarian or sergeant-at-arms if needed.
4. To act as liaison between the chapter and like organizations relative to property and evidence processing.
5. To be chairperson of ad hoc and nominating committees.

C. The duties of the Secretary shall be as follows:

1. Duties of the President in the absence of the President and the Vice President.
2. Prepare minutes of each meeting and forward copies of minutes to each member and the CAPE website.
3. Prepare and forward copies of the agenda to each member prior to the regularly scheduled meeting.
4. To distribute any information that may be pertinent to the membership.
5. To keep a current roster of all chapter members.
6. To retain original documents and other pertinent information related to association business, in an organized manner, which will enable the passing on of listed documentation to the succeeding Secretary.

IX. DISSOLUTION

Dissolution of the Alta chapter shall occur only upon the unanimous approval of the CAPE Executive Board and General Board, and a majority of at least three-fourths (3/4) of the chapter members.