



**ARTICLES OF ASSOCIATION,
CONSTITUTION AND BY-LAWS OF
THE UNITED STATES POLICE CANINE
ASSOCIATION**

REGION 5

**AFFILIATION WITH THE UNITED STATES POLICE CANINE ASSOCIATION,
INCORPORATED**

Revision voted and approved by the membership on 6-15-15 in Evansville, IN

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**THE UNITED STATES POLICE CANINE ASSOCIATION INC.
ARTICLE I**

This Association shall be known as The United States Police Canine Association, Inc, Region 5, Herein after known as the “ASSOCIATION” to be located at the address of the Secretary-Treasurer.

**ARTICLE II
PURPOSE AND OBJECTIVES**

The primary purpose of this ASSOCIATION is to operate a non-profit organization exclusively for charitable purposes specifically:

To affiliate with the United States Police Canine Association, Incorporated, herein after known as the “NATIONAL”;

To unite in common cause all law enforcement agencies utilizing the services of the canine as an aid in the prevention and detection of crime.

To promote friendship and brotherhood among all those interested in the training and utilization of the canine in police work.

To endeavor to establish a minimum-working standard, and approve the abilities of the canine in police work, thereby rendering better service to the community.

To assist the National Office in establishing and maintaining a legal assistance fund for acts resulting in civil suits from the use of police trained canines.

To coordinate the exchange of ideas of any advanced training techniques utilizing police dogs.

To improve the image of the working police dog to the populace in general through improved public service in the prevention and detection of crime.

To aid and assist those law enforcement agencies making application concerning the establishment of canine sections within their respective departments

The purpose or purposes for which the ASSOCIATION is organized are to receive and maintain a fund or funds of real or personal property, or both, and, subject to the restrictions and limitations set forth in this article, to use and apply the whole or any part of the income from these funds and the principal of these funds exclusively for charitable, religious, scientific, literary, or educational purposes either directly or by contributions to organizations that qualify as exempt organizations under section 501(C) (6) of the Internal Revenue Code and its regulations as they now exist or as they may be amended;

No part of the net earnings of the ASSOCIATION shall insure to the benefit of any Trustee of the ASSOCIATION, officer of the ASSOCIATION, or any private individual (except that reasonable compensation may be paid for services rendered to or for the ASSOCIATION affecting one or more of its purposes), and no Trustee or officer of the ASSOCIATION, or any private individual, shall be entitled to share in the distribution of any of the ASSOCIATION’S assets on dissolution of the ASSOCIATION. No substantial part of the activities of the ASSOCIATION shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the ASSOCIATION shall not participate in, or intervene in (including the publication or distribution of statement(s) any political campaign on the behalf of any candidate for public office;

Notwithstanding any other provision of these Articles of ASSOCIATION, the ASSOCIATION shall not conduct or carry on any activities not permitted to be conducted or carried on by an organization exempt from taxation under section 501(C) (3) of the Internal Revenue Code and it’s regulation as they now exist or as they may be amended, or by an organization to which contributions are deductible under section 170 (C) (2) of the Internal Revenue Code and its regulations as they now exist or as they may be amended;

On dissolution of the ASSOCIATION or the winding up of its affairs, the assets of the ASSOCIATION shall be distributed exclusively to charitable, religious, scientific, public safety, testing, literary, or educational organizations that would then qualify under the provisions of section 501(C) (3) of the Internal Revenue Codes;

**ARTICLE III
OFFICERS**

The officers shall be composed of a President, two (2) Vice Presidents, Secretary, Treasurer and five (5) Board of Trustees.

1. PRESIDENT

It shall be the duty of the President to call and preside at all regular and special meetings. The President shall see that the by-laws, rules and regulations are respected and obeyed. The President shall cast the deciding vote in the case of a tie. The President shall have the power to appoint committees and may designate their chairperson. He shall appoint officers pro tempore in the event of absences. The President shall perform such other duties as are usual and incidental to the office of President.

2. VICE PRESIDENTS

VICE PRESIDENT (1)

It will be the duty of Vice president (1) to actively assist and support the President in his duties, and shall be President pro tempore in his absence, during which time he shall assume all duties and responsibilities of that office. He shall be required to attend, with the President, all hearings, committee meetings, conferences, etc., to which the President is required or expected to attend in the interest of and/or on behalf of the membership of this Association in order that he may be informed of all matters concerning the Association.

In the event of a vacancy of the office of President during the elective term, he shall succeed to that office for the remainder of the unexpired term.

VICE PRESIDENT (2)

It will be the duty of Vice president (2) to actively assist and support the President in his duties, and shall be President pro tempore in his absence, during which time he shall assume all duties and responsibilities of that office. He shall be required to attend, with the President, all hearings, committee meetings, conferences, etc., to which the President is required or expected to attend in the interest of and/or on behalf of the membership of this Association in order that he may be informed of all matters concerning the Association.

3. SECRETARY

It shall be the duty of the Secretary to accurately record the proceedings at meetings and to read the minutes of the previous meetings and all communications. He shall call the roll of the officers and note absentees. The Secretary shall communicate and correspond with all persons and organizations both within and outside the Canine Association relative to Executive Board business. The Secretary shall receive all monies in the absence of the Treasurer. Each Region/District President shall cause their Secretary to forward an accurate copy of the proceeding of each meeting to the National Executive Board, National Secretary, and the National Central Vice President, no later than twenty (20) days after each meeting.

4. TREASURER

It shall be the duty of the Treasurer to collect all monies due this Association, giving receipt thereof. The Treasurer shall keep a suitable set of books of record of it. The Treasurer shall deposit all monies of this Association in a bank approved by the Board of Trustees. The Treasurer shall render statements in detail at each meeting of this Association, showing receipts and disbursements in full to date, and the monies in the Treasury. The Treasurer shall draw all checks, or other obligations authorized by the President, Executive Board and attested to by the Executive Board and the Secretary. The Treasurer's account books, as well as all papers in the treasurer's custody shall be open for inspection and examination by the Board of Trustees. The Treasurer shall not lend or invest any of the funds except when duly authorized by the Executive Committee and the Board of Trustees. It shall be the duty of the Treasurer to file the Charter on/or before January 15 every other (2) year. The Treasurer shall provide the National Treasurer with a financial statement that will be for the fiscal year beginning January 1 and

ending December 31. The National Treasurer must receive all statements by January 31 of the New Year.

5. BOARD OF TRUSTEES

The Board of Trustees shall consist of four (4) regular members and (1) alternate member

- Two (2) of the regular members to be elected in odd years, by ballot, for a term of two (2) years.
- Two (2) of the regular members to be elected in even years, by ballot for a term of two (2) years.
- The alternate member will be elected annually for a term of one (1) year.

The Board of Trustees shall act as agents of the Executive Committee in all financial transactions between the committee and all other institutions and individuals. They shall approve the bank(s) and/or other institutions in which the Treasurer shall deposit in the general fund as the treasurer may have on hand from time to time. They shall, in conjunction with the Treasurer, have custody of all bonds and other securities, which shall be deposited in a safety deposit box in some reliable institution. They shall not be withdrawn therefrom except in the presence of the Treasurer and at least one member of the Board of Trustees/or a member of the executive board. The Trustees shall be the custodians of all bonds of officers and all properties on the Executive Committee. They shall arrange for an annual audit of the assets and liabilities of the Executive Board for the year ending December 31, and submit this financial statement at a regular meeting. They are hereby authorized to employ the services of a Certified Public Accountant, at a reasonable fee, not to exceed a \$500 to prepare this annual audit and report. One member of the Board of Trustees shall attend all meetings of that Board and shall in the absence of a regular member act in their place. They shall cause to be made an audit of all book accounts, funds, etc., of any and all officers, committee, or members who collect and/or disburse funds of the Association. This audit will be not less than once each year or at any time said Board has just cause to believe such audit should be made.

ARTICLE IV EXECUTIVE BOARD

The Executive Board shall consist of the President, Vice Presidents, Secretary, Treasurer, and the Board of Trustees. This Board shall recommend such rules, regulations, addendum's, additions or deletions as maybe necessary in the orderly administration of the Associations goals.

In case of an emergency the Executive Board by three-quarters ($\frac{3}{4}$) vote may act for the entire membership. Vacancies, which occur in any of the elected offices through resignation, death, impeachment or other reason(s), with exception of the President, shall be made by appointments by the Executive Board and shall expire at the next elective term.

All members of the Executive Committee shall attend a minimum of 1 meeting per calendar year.

ARTICLE V ELECTIONS

1. All candidates for Office shall be nominated at the October meeting.
2. All members will vote for:
 - a. President in the even number years.
 - b. Vice President (1) in the odd numbered years.
 - c. Vice President (2) in the even number years.
 - d. Secretary in the even numbered years.
 - e. Treasurer in the odd numbered years.
 - f. Five (5) Trustees.
 - Two (2) of the regular members to be elected in odd years, by ballot, for a term of two (2) years.
 - Two (2) of the regular members to be elected in even years, by ballot for a term of two (2) years.
 - The alternate member will be elected annually for a term of one (1) year.

3. The Secretary will compile an appropriate ballot to be mailed or emailed to every regular and associate member. A special return envelope, or mail back fold over ballot, that is marked OFFICIAL BALLOT will be used by the member to mail the ballot back to the Chairman of the Elections Committee. Also acceptable is an email ballot sent by a verified member email. Only ballots received in the special, OFFICIAL BALLOT envelope (or a mail back letter) or an official emailed ballot, will be counted.
4. Official Ballot and Envelopes will contain a serial number, starting number will be #1 through the total number of members on the mailing list at the time of mailing. (If email ballots are used, only mailed ballots for members without email will be numbered)
5. Official ballot and envelope or email will be mailed or emailed back to the Chairman of the Elections Committee and returned no later than the second (1st) Saturday in December. The Chairman will check the serial number on the envelope against the list that was mailed making sure that only one envelope with the same number was received. If an email ballot is used, the Chairman will check the email against the email list to make sure that only one email ballot was received from each member email address.
6. The Chairman will bring all official envelopes and printed emailed ballots, to the next scheduled meeting for inspection and review.
7. Prior to the elections, the President will appoint a committee of three (3) members, committee members will not be involved in the current election, and the committee will open the envelopes and count the ballots and attest to the correct totals at a time and place designated by President.
8. A plurality of votes cast shall elect. In the case of a tie or withdrawal, the members at the January General Membership meeting will vote and elect for any office that ended in a tie count on the mailed or emailed ballots.
9. Installation of officers shall be held at a January meeting, without undue delay, following their election. The newly elected officer's presence at the meeting is required unless excused by the President.
10. Election of officers shall be held every year, by the end of the month of December, unless otherwise stated.
11. A write in candidate space will be put on the ballot.
12. A President will not be allowed to hold a National Office with the exception that he/she may be a member of the National Executive Committee.

ARTICLE VI INSTALLATION OF OFFICERS

An installing officer, to conduct the installation of the newly elected officer(s) of the Executive Committee, shall be selected by the out-going president.

“Officers elect will repeat after me and say, using your name where I do mine:

I, _____ having been duly elected an officer of this Association in the presence of Almighty God and this company assembled, do hereby solemnly promise and swear that I will, to the best of my ability in word and in deed, without fear or favor, faithfully, honestly and with strict impartiality carry out as an officer of this Association, the principles of this Association.

Now, by the power vested in me as installing Officer on this occasion, I do hereby declare the office elect legally installed and qualified to enter upon the discharge of their duties for the term ending _____, 20 _____, or until their successors are duly elected and installed.”

ARTICLE VII IMPEACHMENT

1. Any officer may be removed for any violation of the provisions of the by-laws or for any personal conduct that may bring discredit upon the Association.
2. Charges for the impeachment of any officer may be initiated by any two- (2) members in good standing or a complaint committee appointed by the President and shall be presented in writing before the membership at a regular meeting for final action. The accused officer will be given a copy of the charges against them and notified of the meeting at which their trial will be held not less than (10) days prior to the meeting the accused shall be given the right to present evidence in their behalf at this meeting.
3. Upon the order of 2/3 of the members present at the regular meeting hearing charges of impeachment against the officer, the accused shall be removed from the office and never again hold any office in the Association. The same evidence may be used later for suspension or revocation of membership.

ARTICLE VIII MEMBERSHIP

1. Full membership to this Association shall be open to any active full time paid law enforcement officer, either Federal, State, County or Municipal, who is a canine handler, trainer or administrator, pending approval of members. This shall include members of the Military Police who may be canine handlers, trainers or administrators.
 - A. A full member to this Association who retires while being in good standing, or no longer is a canine handler, trainer or administrator, shall retain the benefits of the Association with the exception of holding the offices of National Presidency, National Vice-Presidency, or Regional Presidency. *Mirrors National Bylaws voted and approved in West Des Moines, I, September 26, 2009.*
 - B. A full member to this Association who retires honorably with 20 years, as a K9 handler, will have their Per Capita dues paid by the Region.
2. Any full member may continue as such in the event that they enter military service and later returns to canine law enforcement on a full time basis.
3. An associate membership may be held in the Association under the following conditions:
 - A. A person who trains canines for an established law enforcement agency.
 - B. A retired (not a member at retirement) full time paid law enforcement officer, either Federal, State, County, or ~~Municipal~~municipal, who was a canine handler, trainer or administrators.
 - C. Associate membership must have the approval of Regional Elected Officers.
 - D. Associate membership shall have voting privileges but cannot hold Regional or National office.
4. An Honorary membership may be bestowed on a person for distinguish or meritorious acts in the field of canine service.
5. There shall be a Special membership to the U.S.P.C.A. These members shall be any persons so designated by a Regional Executive Board. They will hold no office or have any other privileges that pertain to a full membership in the Association
6. A Special member shall be liable for dues or assessments. They may attend regular meetings and may be heard at the discretion of the President. They may not vote or have any other privileges that pertain to a full membership in the Association.
7. Any member may be dropped from the Association for non-payment of dues, upon final conviction of any criminal charge, for any acts that might bring discredit to the Association or using the Association or its name for personal gain or profit. Upon notification in writing of any of these circumstances by at least two (2) members in good standing, to the Executive Board of the region or district, the member shall be notified in writing of the circumstances charged. An investigation will be instituted by the region or district executive board and a 2/3 vote of the region or district at a scheduled meeting shall cause a member to be dropped from the membership roll.
8. All applications for membership shall be in writing, preferably typed, upon forms furnished for that purpose, and signed by the applicant, and accompanied by the prescribed fee. If the Executive Board so decides, applications may be referred to the National Executive Committee of the United States Police Canine Association
9. An applicant, having been elected to membership by the Region, shall be notified and may present them self at the next meeting and subscribe to the following pledge:

“I, (members name), do hereby of my own free will, pledge upon my sacred honor to support the Constitution and By-Laws of this Association. That I will obey the resolutions adopted from time to time, not incompatible with my oath as a police officer; and I further more promise that I will forward and defend the interest of this Association by all honorable means within my power.”

At the conclusion of this pledge, a National membership card, the National By-Laws and the Association Region 5 Articles of the Association, Constitution and By-Laws, shall be presented to the new member.
9. Once an officer is elected, they will be allowed to complete their term if they are honorably retired.

ARTICLE IX SCHOLARSHIP FUND

The scholarship fund was established to assist active members in funding their family(s) continuing college education. Each year the Region will choose candidates from active members, in good standing, who submit their family's name into the scholarship drawing. The drawing shall take place at a Region meeting or a time & place designated by the Executive Board.

The prospective college student must meet the following qualifications prior to being submitted for the scholarship:

1. Student must provide proof of acceptance into the college. Proof of acceptance must come from the college.
2. Student must provide proof of enrollment into the college with their name and quarter of registration. Proof of registration must come from the college.

Failure to meet the above qualifications will make the student ineligible for a scholarship.

ARTICLE X MEETINGS

1. The President shall call meetings of the Executive Board as necessary. The President shall set dates for such meetings with the approval of a majority of the Executive Board.
2. There shall be a minimum of two (2) general membership meetings per calendar year. (October and January.)
3. Members of the Executive Board must attend a minimum of one (1) meeting during the calendar year.
4. Failure to attend the minimum required meetings would result in the member's position being filled, by appointment, by a 2/3-majority vote of the remaining Executive Board members. (See Article IV-Executive Committee).
5. A quorum shall consist of at least five (5) Executive Board members for regular or special meetings.
6. Meetings shall be conducted according to parliamentary law, Roberts Rules of Order, newly revised, and shall be the guide for conducting all meetings.

ARTICLE XI BY-LAWS

Amendments, Additions or Deletions

It shall be the duty of the By-Laws Committee, which shall consist of three (3) members, appointed by the President, to codify all proposed amendments, additions, and deletions to the By-Laws. All proposed changes must be submitted in writing to the By-Laws Committee and signed by (2) Officers. The By-Laws Committee shall present in the final form proposed changes to the Executive Committee with recommendations. Such proposals and notice of said proposal shall be sent to the membership for its consideration. Proposals shall layover until the next meeting where they will be voted on. A majority vote of the membership will confirm adoption.

1. *Only regular and associate members of this Association shall be eligible to vote on policy-making rules of this Association.*
2. *Regardless, if any amendment addition or deletion is passed unanimously, it shall be null and void if it is in direct conflict with the Articles of Incorporation or National bylaws.*

ARTICLE XII DUES

1. The yearly dues of the Association will be \$50.00. The local Regions and Districts will collect dues. All inquiries and applications received by the National Association will be forwarded along with all fees to the appropriate Region or District.
2. The yearly dues will be due by January 31st of each year and will expire on December 31st of the same year.
3. Upon application for membership in this association, a fee of \$50 will be collected and will cover the applicant's dues until January 1st. when the yearly dues again become due. This section will be followed no matter when the applicant applies for membership.

4. In January of each year, each Region and/or District will send to the National Director a list of members along with a per capita tax of \$30.00 for each member on the list. In July of each year, an amended list will be forwarded to the National Secretary
5. Any member who shall fail to pay dues on or before the thirty-first (31st.) day of January, or who should fail to pay assessments when due, and thereby becomes delinquent, shall be dropped from the membership roll, and thereby forfeit all claims against Association.
6. Any member dropped from the membership roll, under Section V of this Article, may make application for reinstatement by paying up all accumulated dues and assessments plus one (1) dollar for each month he/she was delinquent.

ARTICLE XIII APPROPRIATIONS

1. The Appropriations Committee shall consist of the Executive Board. All appropriations of more than \$500.00 shall be referred to it for recommendation. All expenditures in excess of \$500.00 shall require the approval of the Executive Board.
2. When any elected officers or members of the Executive Committee incurs necessary personal expenses to carry out the will to the Association, such person shall be reimbursed for the amount of said expense, provided said expense are itemized and submitted on a voucher to the Secretary and are approved by the Executive Board at a regular meeting or via email. Further, such elected officer or member of committees may draw a reasonable amount of monies from the treasury if expenses cause a burden to them if expended from their personal funds.
3. On approval by the Executive Board, the President, the Secretary and the Treasurer will receive up to \$99.00 (ninety-ninety) for each month of service, in office, of the preceding year. The President and the Secretary shall abstain from voting on this issue and a majority vote of the remaining members of the Executive Board shall be required for approval.

ARTICLE XIV SERGEANT AT ARMS

The President shall appoint one (1) member to be Sergeant at Arms. It shall be the Sergeant at Arms duty to preserve order at all meetings, prevent unauthorized persons from attending meetings and perform such duties as may be directed by the President or presiding officer.

ARTICLE XV ORDER OF BUSINESS

The order of Business of this Association shall be as follows:

- 1. Calling the meeting to order**
- 2. Opening prayer**
- 3. Roll call of Officers**
- 4. Reading of the minutes of the preceding meeting**
- 5. Report of Treasurer**
- 6. Report of Committees**
- 7. Report of Officers**
- 8. Unfinished business**
- 9. New business**
- 10. Good of the Association**
- 11. Adjournment**
- 12. Benediction**

**ARTICLE XVI
RULES AND REGULATIONS**

Rules and Regulations shall be established by two-thirds (2/3) vote of the Executive Board as the need arises.

**ARTICLE XVII
RULES OF ORDER**

1. Any member desiring the privilege of the floor shall arise and address the chair.
2. No member shall be allowed to speak until properly recognized by the chair.
3. No question can come before the meeting unless properly moved and recorded and declared upon for discussion by the chair.
4. Any member may call for ayes and nays on any question, which each member present required to answer to their full name on the roll, unless excused by the chair.
5. No member shall leave the room during a meeting, unless permission is given that member by the chair.
6. A motion to reconsider must come from a member who votes with the majority when the motion to consider was taken.
7. When any member raises a point of order, the person having the floor shall take their seat until the chair decides the point, if proper, they may resume their remarks.
8. No subject laid on the table shall be taken up again during the same meeting unless it was so understood when disposed of.
9. Any member may appeal to the Company from the decision of the chair when the question shall be stated thus; "Shall the decision of the Chair be sustained?" It shall be decided by two-thirds (2/3) vote of votes cast.

ARTICLE XVIII
HOSTING CERTIFICATION PROCESS/EVENT

I. RESPONSIBILITIES OF THE HOST AGENCY

1. A letter of intent shall be filed with the Region and signed by the chief law enforcement official of the host agency (or his/her designee) as soon as possible prior to conducting the event. This letter of intent shall state that the officers wishing to host the event have the full backing and cooperation of the Agency involved and that facilities are available to conduct such an event. If the event is to be a field trial then this business will normally be conducted at the preceding regional certification process and presented at the general membership meeting
2. All region events must be approved by the Executive Board.
3. A seminar or certification committee will be formed as soon as possible. The committee will consist of an event chairperson and a treasurer. A regular member of Region Five will be the chairperson of the seminar or certification committee. The decision to host the event will be coordinated through members of the executive board.
4. The host for the event will work through the Region Five event coordinator who will be provided by the Association. This event coordinator will work and assist the event chair person. Expenses incurred by the event coordinator will be paid by the Region.

II. RESPONSIBILITIES OF THE EVENT CHAIR PERSON AND COMMITTEE

A. The event chairperson will be responsible for:

1. Selection of the treasurer
2. Selection of the Chief Judge. (Other Judges can be selected by the Event Chairperson or the Regional Judge's Committee.)
3. Coordinating all plans, information and functions with the regional events coordinator.
4. Coordinating schedules of events, providing maps, contracts for liquor, outdoor facilities, etc. Providing audio and visual equipment, copying of documents and supplying any other equipment or personnel needed for the event.
5. Providing for the smooth operation of the event, suggestions include, but are not limited to, the provision of stewards, adequate transportation for judges and score keepers to the event locations, provision of chairs, shared and rest room facilities for judges, provision of beverages and food for judges and score keepers, provision for swift retrieval of score sheets and the transportation of the score sheets to the score keepers, a suitable location for the score keepers which is in close proximity to the event location, insuring that the facilities have adequate electrical power and rest room facilities, a command post that is accessible to contestants ideally located at the contracted motel, the command post shall have electrical and phone service, a location for posting scores or any other information, coordination of any raffle or door prize giveaway, organization of evening activities, organization of parade/procession to the public demonstration site and the public demonstration itself, provision of document copying.

B. The event treasurer will maintain a ledger and report directly to the Region treasurer.

C. As soon as possible, the event chairperson of the host agency shall present to the event coordinator the following information regarding the lodging establishment.

1. LODGING:

Motel rates at the time of the event and permission from the lodging establishment that canines will be allowed inside of the rooms.

Any added charge due to the canines being present.

- a. At the main Regional Trial, the host agency / Event Chairperson shall provide rooms for the regional president, regional secretary, regional treasurer, chief judge, trial judges, and scorekeepers. Rooms will be provided, at no charge, to the individual. Each individual will be responsible for their own incidental expenses (i.e. telephone calls, room service, dry cleaning, etc.).
- b. It shall be the policy of the United States Police Canine Association Region Five that a score keeper's room/area be maintained during **any** field trials and/or certification. It shall also be the policy of the Region that the region president and the region secretary shall have access to this room/area during the entire event. The room/area shall be coordinated by the Event Chairperson as it pertains to its location, electrical outlet, telephone, extra table space needs, etc. The Region secretary shall also be responsible for maintaining the computer equipment during the field trial certification.
- c. A hospitality room will be provided as well as its costs, if any.
- d. The location of the banquet and any rental fees associated with the banquet facility.
- e. A suitable location, preferably at the motel, for the competitors' and judges' meetings which will be held after registration.
- f. A suitable location, preferably at the motel, for the executive board and general membership meetings. The general membership meeting, generally, will be held in conjunction with the competitor's meeting.
- g. Provision of a suitable site for breaking/relieving the canines at the lodging establishment.

D. FINANCES

- 1. ALL EVENT PROJECTS MUST BE APPROVED BY THE EXECUTIVE BOARD.
- 2. THE HOST AGENCY IS ENTRUSTED WITH KEEPING ACCURATE RECORDS OF ALL FINANCIAL TRANSACTIONS.
- 3. ANY MONIES LEFT OVER AFTER THE EVENT WILL BE TURNED INTO THE REGION TREASURER. THESE MONIES WILL BE DIVIDED BY THE TREASURER WITH FIFTY PERCENT (50%) GOING BACK TO THE HOST AGENCY OR HOST K-9 UNIT AND THE OTHER FIFTY PERCENT (50%) REMAINING IN THE REGION TREASURY.
- 4. The host committee will be responsible for attempting to make the event a self-supporting function. This is usually performed by public support, the sale of t-shirts, advertisements and raffle ticket sales.
- 6. Any purchases made by the Host Agency will be subject to state sales tax.
- 7. Any purchase or contract agreement in excess of \$1,000.00 must be approved by the Region treasurer or the event coordinator.
- 8. *All monies received and paid will be recorded in a separate ledger. All books and records along with monies will be turned over to the Region treasurer with a complete statement, for review, within sixty days after the conclusion of the event. The Executive Board may, if needed, grant an extension of up to thirty days. If at the end of this ninety day period these records and monies are not turned in for review THE HOST AGENCY WILL FORFEIT IT'S SHARE OF THE 50/50 SPLIT.*
- 9. Although the host committee may assess charges for various items or extra events, the cost of the registration of the seminar or trial must be approved by the Executive Board.
- 10. Any business or individual wishing to make a donation or contribution may be given a receipt showing the support given.

11. Any deficit incurred, or anticipated, as a result of hosting an event shall be immediately reported to the Region president and the event coordinator.
12. The host agency will collect all monies with the exception of membership dues.
13. The host agency is responsible for paying all expenses incurred. The host agency is also responsible for paying the judges/instructors/score keepers fee at a rate set by the Executive Board.
 - a. The Chief Judge and Chief Scorekeeper rate is \$50 for each day worked.
 - b. The Certified judge and scorekeeper rate is \$25 for each day worked.
 - c. Novice judges and scorekeepers are volunteers. The host and Region 5 are not responsible to provide them with fees or lodging. It is customary to provide all volunteers with food and drinks.
14. The host agency is responsible for reserving and paying for each certified USPCA Judge and scorekeeper's lodging.

E. REGISTRATION

1. The host committee shall coordinate the registration process with the Region secretary.
2. The host committee shall, at the time of registration, provide signs that warn of a police dog within a motel room.
3. Fees for registration will be approved by the Executive Board.
4. Maps to competitor fields will be provided.
5. If a handler pays their membership dues and event registration on site with a check, their certificate will be held until the check clears.
6. An out of region handler's certificate may be held until proof of membership can be obtained.

F. TRIAL RESPONSIBILITIES (GENERAL)

1. If lectures are to be offered, the host committee shall be responsible for providing all instructors, materials, rooms, teaching aids, etc. at no cost to the Region.
2. An adequate number of chairs shall be provided for the judges.
3. A suitable structure for the score keepers which necessitates the availability of electricity.
4. Adequate food and drinks for all judges and score keepers.
5. Adequate communications for judges and score keepers.
6. Arrangements should be made for a veterinarian to be on call during the period that the event is held. This information should be placed in the competitor's packet and/or posted at some designated location.

H. AWARDS

1. Awards and trophies are not required at a mini trial.
2. The host agency will handle all purchases of awards unless the Region can negotiate a better deal. The fees and style of the awards shall be approved by the Executive Board or the Event Coordinator.
3. Top Finishers Trophies/Medallions: Trophies will be awarded to the top five (5) or ten (10) finishers at the host agencies discretion at the spring or Main Trial. All trophies will designate the place in which the competitor finished.
4. Achievements for individual certification categories (obedience, agility, apprehension, and search work) shall be recognized in the following manner:
 - o Trophies for first place (1st Place)
 - o Medallions for 2nd and 3rd Place

TO QUALIFY FOR ANY PLACE OR CERTIFICATION CATEGORY AWARD, A COMPETITOR MUST ACHIEVE A MINIMUM SCORE OF 70% IN BOTH THE OBEDIENCE AND CRIMINAL APREHENSION PHASES AND ACHIEVE A MINIMUM OVERALL SCORE OF 490 POINTS.

5. Team Awards: to qualify for a team award all team members must attain a PDI certification. Failure to attain a PDI certification disqualifies the entire team from competition First place trophies will be awarded. Second and third place will receive medallions.
6. A team trophy will be awarded to each member of the team including the alternate. Also, a trophy will be awarded for presentation to the team's respective department.

The large, departmental team trophy will be awarded to the top four officer team.

7. Special awards; the Region has elected to provide the following special awards at each trial:
 - a. **"Top Dog AWARD"** will be awarded to the canine team scoring the highest in the combined categories of obedience, agility, total search work, and criminal apprehension.
 - b. **"SPORTSMANSHIP AWARD"** will be awarded if a canine officer demonstrates a degree of sportsmanship well above the norm. A ballot will be provided to each judge at the Judges Meeting. These ballots will be filled out and turned in to the Chief Judge prior to/or at the completion of the final phase of the certification.
 - c. **"PATROL CATCH OF THE QUARTER AWARD"** and **"PATROL CASE OF THE YEAR AWARD"** will be presented to the canine team demonstrating heroism and/or outstanding performance regarding the apprehension of criminals.
 - d. **"NARCOTICS CASE OF THE QUARTER AWARD"** and **"NARCOTICS CASE OF THE YEAR AWARD"** will be presented to the canine team demonstrating outstanding performance regarding the arrest of a narcotic offender and the seizure of illegal drugs.
 - e. The following will be guidelines used when distributing Case of the Quarter and Case of the Year awards in each category:

The Regional Executive Board shall be the selecting body of all special category awards with the exception of the Sportsmanship Award. This award recipient will be selected by the judges who judge the field trial. The judges may receive input from the Executive Board. The decisions will be final.

I. AWARDS CEREMONY/BANQUET

The host committee is charged with the following duties regarding the awards ceremony/banquet:

1. The responsibility of organizing the awards ceremony/banquet. The Region president should be consulted as to whether or not there should be a head table for dignitaries.
2. The host committee should extend an invitation to the host agency's chief law enforcement official or their designee and, additionally, making sure that the chief law enforcement official is properly recognized at the awards ceremony/banquet.
3. Negotiating the lowest possible price per dinner. The final price will be determined by the host agency but will **NOT EXCEED TWENTY-FIVE DOLLARS (\$25.00)**.
4. Organizing the methods to which banquet admission will be controlled and monitored.
5. Provide a speaker for the event, possibly the host agency's chief law enforcement official or their designee.

J. TERMINATION OF THE EVENT:

1. The host committee must make sure that all event sites have been thoroughly policed and cleaned.
2. It is imperative that a list be kept of everyone who assisted with the event. This should be presented to the Region secretary as soon as possible during the event.
3. All event sponsors should be presented with a certificate or letter of appreciation.
4. Any serious problems that have arisen as a result of hosting the event should be immediately reported to the Region president.