

**New York State Association of Chiefs of Police
Constitution and By-Laws
As Amended and Adopted at the Annual Conference
Lake Placid, New York
May 19, 2026**

Article I: Adoption

This Constitution of the “New York State Association of Chiefs of Police,” was duly and constitutionally passed and adopted at a meeting of the Association held on the 29th day of August 1935, in the City of Utica, New York, to become effective at the opening of the 1936 Annual Meeting.

We, the members of the New York State Association of Chiefs of Police, organized in Rochester, New York, on the 30th day of November, 1901, as a voluntary auxiliary governmental agency to serve the people of the State of New York, having formed ourselves into an Association for the reasons: that the maintenance of law and order and the exercise of democracy in government is a responsibility placed within the field of criminal justice; and with the rapid growth and mobility of our population, we find a need for enhancing more effective lines of communication among our respective law enforcement agencies as communication develops knowledge and knowledge results in understanding; and as our primary objective is to advance professional education, uniformity of operation and the advancement of the general welfare of the police profession; and having been incorporated in the County of Onondaga, New York, on the 4th day of February, 1957, pursuant to the Membership Corporation Law of the State of New York, said corporation to be styled and known as,

“New York State Association of Chiefs of Police, Inc.”

Article II: Purpose:

The primary purpose of this Association is educational in nature, dedicated to enhancing professional development, leadership capacity, and ethical standards of law enforcement executives throughout New York State. The Association promotes excellence in policing by providing opportunities for continuing education, leadership training, peer collaboration, and the sharing of best practices, research, and innovative strategies.

Through these efforts, the Association seeks to strengthen law enforcement agencies, improve public service, and foster professionalism, accountability, and community trust within the policing profession.

Additionally, the Association will advocate for, support, and promote reforms to the laws of the State of New York, in collaboration and consultation with the New York State Legislature and other appropriate governmental bodies, for the purpose of advancing public safety, protection, and the general welfare of the public.

By-Laws

SECTION 1. Membership: The Association shall consist of six (6) classes of members:

Active Executive	Life
Active Associate	Sustaining
Retired	Honorary

All candidates for membership shall follow the application process as stipulated in Section 2.

- A. Active Executive Members** shall be limited to chief executive officers of a New York Municipal or State law enforcement agency, College/University, Tribal, Airport, Railroad, Port Authority and an agent-in-charge of a Federal Law Enforcement Agency assigned to an office in New York State and agency command staff as determined by the chief executive. Active Executive Members shall have the right to vote on Association matters and hold elective office.
- B. Active Associate Members** shall be limited to sworn: police officers, peace officers, members of a Sheriff's Office, and criminal justice partners.
- C. Retired Members** shall have been Active Executive or Active Associate Members in good standing prior to their retirement. They retired from their position and have not assumed another position that would categorize them as an Active Executive or an Active Associate Member.
- D. Life Members** shall consist of all past presidents, or any person who has been an Active Executive Member, Active Associate Member or a Retired Member in good standing who has completed twenty (20) cumulative years with the association.
- E. Sustaining Members** shall consist of individuals who are non-law enforcement personnel or non-criminal justice partners.
- F. Honorary Membership** shall consist of individuals who have provided outstanding service to New York's law enforcement executives and shall be granted membership by a majority vote of the Board of Governors for the purpose of extending recognition and gratitude.

Section 2: Application for Membership

- A.** Each application for membership shall be submitted in the manner prescribed by the Board of Governors and shall include such information as the Board may require.
- B.** Applications for Active Executive or Active Associate Membership must be endorsed by an Active Executive or an Active Associate Member in good standing. The endorsing member must certify that they are personally acquainted with the applicant, believe the information in the application to be accurate, and confirm that the applicant meets the eligibility requirements for the applicable membership category. By endorsing the application, the member formally nominates the applicant for membership. The completed application, along with the appropriate dues payment, shall be submitted to the Executive Director.

- C. The Executive Director, or their designee, shall review each application for compliance with all requirements and prepare it for discussion and consideration at the next meeting of the Board of Governors.
- D. Following the presentation of the application, the Board of Governors may approve or reject the application for membership by a simple majority vote of the members present.

Section 3: Dues

- A. The Finance Committee shall recommend the amount of annual dues to the Board of Governors.
- B. Annual dues for all membership categories requiring payment shall be due and payable in the amounts and at the times established and ratified by the Board of Governors.

Section 4: Termination of Membership

Membership in the Association can be terminated based upon any of the following:

- A. Any member whose dues remain unpaid as of March 31 of each year shall be considered delinquent and shall forfeit all Association benefits until such dues are paid in full.
- B. Any member may resign from the Association by submitting a written resignation to the Executive Director.
- C. Members of any category may be removed for cause by a two-thirds vote of the Board of Governors. Except in cases involving nonpayment of dues, removal shall occur only after full compliance with the procedures set forth in the NYSACOP Ethics Policy, a separate document that is not part of these Bylaws.

Section 5: Governing Body of the Association

A. Board of Officers

- 1) The Board of Officers shall consist of elected Active Executive Members and include: the President, First Vice President, Second Vice President, and Third Vice President. Each Officer shall serve a one-year term.

B. Election Process to the Board of Officers

- 1) Active Executive Members of the Association, excluding members of the Board of Officers, who wish to seek elective office shall submit written notice of their intent to the Executive Director of the Association no later than January 1 of the year in which they seek election. The Executive Director shall forward all such notices to the Past Presidents of the Association. The Board of Governors may waive these time requirements at any time for good cause shown.
- 2) The election of officers shall take place at a general session of the Annual Conference. The date and time of voting will be determined by the President and published in the Conference program.
- 3) The President or designee shall preside over the election proceedings; however, no candidate may be the presiding officer.

- 4) A Nominating Committee of Past Presidents will be appointed by the President; one member shall be appointed as Chair.
- 5) The Nominating Committee shall vote for their candidate of choice by secret ballot unless there is only one candidate for the office to be filled.
- 6) The Chair of the Nominating Committee shall report the recommendation(s) of the Committee to the general membership prior to the candidate's speech.
- 7) Each candidate for office will be allowed equal and appropriate time for nominating, seconding, and acceptance speeches, not to consume more than a combined total of fifteen minutes, including the candidate's speech.
- 8) A poll watcher selected by and representing each candidate may be present at the polling place. The names of members selected as poll watchers shall be given to the Chair of the Election Committee and Sergeant-at-Arms prior to the election.
- 9) The Election Committee shall establish guidelines for the conduct of the election and shall ensure that such guidelines are implemented. This shall include determining fair campaign practices. The Election Committee shall report all serious breaches of campaign practices to the Board of Governors who shall take corrective action.
- 10) The Election Committee shall keep all candidates advised of guidelines, practices, and procedures concerning the election.
- 11) The Election Committee shall tabulate all votes cast, in the presence of the Sergeant-at-Arms and the poll watchers.
- 12) The Chair of the Election Committee and Committee members involved in counting ballots shall certify in writing and sign the election results and forthwith deliver the results to the President or designee.
- 13) The President or designee will immediately report the results to the membership.
- 14) The Chair of the Election Committee shall deliver a copy of the certification and ballots to the Executive Director who shall retain custody of them until directed to dispose of them by action of the membership or Board of Governors.

C. Duties of the Board of Officers

1. The President shall:

- A. Serve as the principle executive officer of the Association.
- B. Preside over all meetings of the Board of Governors and all meetings of the Association.
- C. Appoint members to standing committees, special committees and special advisors. Each appointment shall be ratified by the Board of Governors.
- D. Be an ex-officio member of all committees.
- E. Perform other duties as may be directed by the Board of Governors
- F. Thereafter, not be eligible for any elected office on the Board of Governors
- G. Following the completion of their term as Past President, remain a member of the Board of Governors in a non-voting, ex-officio capacity for a period of five (5) years.

2. Vice Presidents:

- A. In the absence of the President, the First Vice President shall perform the duties of President. In the absence of the President and First Vice President, the Second Vice

President shall perform the Duties of the President. In the absence of the President, First Vice President, and Second Vice President, the Third Vice President shall perform the duties of President, and when so acting they shall have all the powers of, and be subject to, all the restrictions on the President. Any Vice President shall perform such other duties as may be assigned by the President or by the Board of Governors.

D. Board of Governors

- 1) Each officer shall serve as a member of the Board of Governors during his or her term.
- 2) Upon completion of a full term as President, the President shall assume the title of Immediate Past President. The Immediate Past President shall serve on the Board of Governors for two (2) years. During the first year, he or she shall serve as a member of both the Board of Officers and the Board of Governors. During the second year, he or she shall continue to serve on the Board of Governors as Past President.
- 3) If the Immediate Past President or Past President retires during this two-year period, he or she shall remain a member of the Board of Governors for the remainder of the term in the capacity of a Retired Member, provided he or she remains in good standing and is a resident of NY State.
- 4) All other Members of the Board of Governors shall be Active Executive Members and elected by a majority of those voting within the zone they will represent.
- 5) Eleven (11) members of the Board of Governors shall also be elected, one (1) representing each of the Zones as provided in Section 5 (h) (1).
- 6) Exception: One Retired Member in good standing shall be elected to serve a two-year term on the Board of Governors effective at the Association's 2009 Annual Conference.

E. Eligibility and Election to the Board of Governors

- 1) Elections shall be conducted within each zone per the election schedule as stated in Section F(7)(a). To qualify as a candidate, an individual must obtain the endorsement of five (5) Active Executive Members of that zone who are in good standing. The election shall be administered by the Executive Director, or their designee.

F. Voting procedures for election to the Board of Governors:

- 1) Whenever a vacancy on the Board of Governors is expected due to the expiration of a member's term for a particular Zone, the Executive Director, or their designee will notify each Active Executive Member in good standing within that Zone. Notice will be sent/posted electronically of an actual or proposed vacancy no later than March 1 of that year. The vacancy must be filled by an Active Executive Member in good standing from that Zone.
- 2) Any Active Executive member in good standing within that Zone may seek the position on the Board of Governors provided the member is sponsored, in writing, by at least five (5) other Active Executive Members within that zone.

- 3) Once an Active Executive Member in good standing has obtained the required five (5) sponsors, the member must notify the Executive Director or their designee, in writing, no later than March 15 of that year, of their intent to seek office. The member shall submit a letter of intention along with five (5) letters of endorsement from sponsors by the March 15 deadline.
- 4) The Executive Director, or their designee will prepare ballots listing the names of all members within that Zone who have met the requirements for seeking office. By April 1 of that year, the Executive Director, or their designee will send the ballots to all Active Executive Members in good standing within that Zone for the purpose of voting. If there is only one candidate in a Zone, the President will cast a single vote declaring that candidate duly elected. Each voter is responsible for submitting a marked ballot to the Executive Director, or their designee no later than April 15 of that year.
- 5) A special committee consisting of three Active Executive Members appointed by the President will tally all votes cast and the results shall be posted electronically as soon as possible following the tallied results. The Executive Director shall maintain a record of these ballots for a period of two years.
- 6) Members so elected shall retain their office on the Board of Governors for a period of two years. If, during a member's term, the elected member becomes unable to serve due to death, physical or mental incapacity, resignation, retirement, disqualification, dismissal from their police agency, or election as an officer of the Association, and the unexpired term is less than one year, the President shall appoint an Active Executive Member from the affected Zone to fill the vacancy, subject to an affirmative vote of the majority of Board members present. If the unexpired term exceeds one year, the Executive Director will conduct a special election in accordance with all previously stated procedures.
- 7) Beginning with the 1981–1982 Association year, the terms of office for Board Members will be staggered so that one-half (1/2) of the Board is elected each year, as follows:
 - A. Board Members from even-numbered Zones will be elected in even-numbered years, and Board Members from odd-numbered Zones will be elected in odd-numbered years.
 - B. As of March 1, 1981, Board Members in Zones 1,3,5,7,9 & *11** will be elected to two (2) year terms. (** Zone 11 was created in July of 2025*)
 - C. As of March 1, 1981, Board Members in Zones 2,4,6,8 & 10 will be elected to one-year terms.
 - D. As of March 1, 1982, Board Members in Zones 2,4,6,8 & 10 will be elected to two (2) year terms.
 - E. In the event of a tie vote in a Board of Governors election, the Executive Director, or his/her designee, shall conduct a special election using all previously stated applicable procedures, unless all but one of the qualified candidates withdraws in writing. If only one qualified candidate remains, the President shall cast a single vote declaring that candidate duly elected.
 - F. If a special election is required:

- i. Only the candidates who were originally eligible may appear on the ballot.
- ii. No additional nomination letters shall be required.
- iii. New “Special Election” ballots shall be distributed to all eligible voters, and completed ballots must be returned to the Executive Director no later than thirty (30) days after the date of distribution.
- iv. If the special election also results in a tie, the election shall be decided by lot.

G. Term of Office - Board of Governors

- 1) The term of office of regularly elected members of the Board of Governors representing Zones will begin with their installation at the Annual Training Conference following their election.
- 2) Members of the Board of Governors elected or appointed to fill an unexpired term shall be installed as directed by the President.
- 3) Should the Immediate Past President or Past President become unable to act because of death, physical or mental incapacity, resignation, disqualification or dismissal from a police agency, the remaining Board of Governors shall determine the status of the vacancy with an affirmative vote of not less than the majority of the remaining members of the Board.
- 4) Should the President retire during their term as President, the 1st Vice President shall assume the role of President for the remainder of the unfinished term in addition to their full term.

H: NYSACOP Zone Representation

1) Effective July 2025, the Zones represented by the Board of Governors shall be as follows:

Zone 1 County Suffolk		Zone 2 County Nassau
Zone 3 Counties Bronx Kings New York Queens Richmond		Zone 4 County Westchester
Zone 5 Counties Dutchess Orange Putnam Ulster Rockland Sullivan		Zone 6 Counties Albany Saratoga Columbia Schenectady Fulton Schoharie Greene Rensselaer Montgomery Warren Washington
Zone 7 Counties Cayuga Madison Herkimer Oneida Jefferson Onondaga Lewis Oswego		Zone 8 Counties Allegany Otsego Broome Tioga Chemung Tompkins Chenango Schuyler Cortland Steuben Delaware Yates
Zone 9 Counties Genesee Orleans Livingston Seneca Monroe Wayne Ontario Wyoming		Zone 10 Counties Cattaraugus Chautauqua Erie Niagara
Zone 11 Counties Clinton Franklin Essex Hamilton St. Lawrence		

Section 6: Board of Governors Appointments and Related Duties of Appointees

A. The Executive Director is an employee of the Association and serves at the pleasure of the Board of Governors in a non-voting, ex-officio, capacity. Duties of the Executive Director include, but shall not be limited to:

- 1) **Leadership & Management:** Oversee day-to-day operations, ensuring the association meets its goals and mission.
- 2) **Financial Oversight:** In collaboration with the Treasurer: manage the budget, including fundraising, grants, and membership dues; ensure financial sustainability.
- 3) **Board Relations:** Serve as the primary liaison between the Board of Governors and staff, providing timely reports and recommendations.
- 4) **Meeting Coordination:** Ensure meeting agendas, notices, and materials are distributed in a timely manner.
- 5) **Advocacy:** Represent the association's interests in legislative and policy matters.
- 6) **Member Services:** Develop and manage programs, services, and benefits for members, ensuring value and engagement.
- 7) **Communication:** Oversight of internal and external communications, including newsletters, website content, and social media.
- 8) **Event Coordination:** Plan and execute annual conferences, training programs, and other events for members and stakeholders.
- 9) **Staff Management:** Hire, train, and supervise staff and Association grantees, ensuring effective performance and professional development.
- 10) **Strategic Planning:** Collaborate with the Board to develop and implement long-term plans and initiatives for the association.
- 11) **Compliance:** Ensure the association adheres to legal and regulatory requirements, including maintaining necessary certifications.
- 12) **Other Related Duties** as directed by the Board of Governors.

B. Secretary

- 1) **Record Keeping:** Maintain accurate minutes of Board and general meetings.
- 2) **Document Management:** Safeguard official association documents, including bylaws, policies, and correspondence.
- 3) **Membership Records:** Keep a current list of members and their contact information.
- 4) **Compliance:** Ensure compliance with Association requirements for meetings and record retention.
- 5) **Other Related Duties** as directed by the Board of Governors.

C. Treasurer:

- 1) **Financial Management:** Oversee the association's finances, including budgeting, accounting, and auditing.
- 2) **Account Management:** Maintain accurate financial records, ensuring all income and expenses are properly documented.
- 3) **Reporting:** Provide timely and accurate financial reports to the Finance Committee, Board and membership.
- 4) **Revenue Oversight:** Assist in managing membership dues, donations, and other revenue streams.
- 5) **Tax Compliance:** Ensure timely filing of all required financial documents, including tax returns.
- 6) **Other Related Duties** as directed by the Board of Governors.
- 7) **Secretary/Treasurer**

The Board of Governors may, at its discretion, appoint either (a) one individual to serve concurrently as Secretary and Treasurer, or (b) two individuals, one to serve as Secretary and one to serve as Treasurer.

E. Parliamentarian

- 1) The parliamentarian shall have extensive knowledge on the rules and procedures governing the organization.
- 2) Provide guidance on the correct interpretation of the organization's bylaws, standing rules, and Robert's Rules of Order.
- 3) Offers advice to the president or chair of the meeting, helping them maintain order and follow rules properly.
- 4) Ensure that all actions taken during meetings comply with the association's bylaws and any other governing documents.
- 5) Ensures that voting procedures are followed correctly, whether it's voice voting, show of hands, or a written ballot.
- 6) Other related duties as directed by the Board of Governors.

F. Sergeant at Arms

- 1) Responsible for maintaining order and ensuring the smooth functioning of meetings.
- 2) Security and access control for members and guests.
- 3) Ensuring privacy of official meetings.
- 4) Other related duties as directed by the Board of Governors.

Section 7: Meetings

A. Board of Governors Meetings

The Board of Governors shall meet on a quarterly basis at such times and places as may be determined by the President, the President's designee, or the Executive Director. The Association shall pay or reimburse all reasonable expenses incurred by members of the Board of Governors in connection with attendance at such meetings, in accordance with policies adopted by the Association.

B. General Membership Business Meeting

The Annual Business meeting shall be held in conjunction with the Annual Training Conference.

C. Special Board of Governors Meeting

Special meetings of the Board of Governors may be called by the President, or by a designee authorized by the President, the Executive Director, or by a majority of the Board of Governors whenever, in their judgment, circumstances of sufficient importance warrant such action. Written or electronic notice of each special meeting, stating the purpose or purposes thereof, shall be provided to each member of the Board of Governors by the Executive Director. No business other than that specified in the notice shall be transacted at any special meeting.

D. Quorum

A quorum shall consist of not less than ten (10) voting members in attendance at any designated meeting of the Association.

Section 8: Order of Business

- A.** The order of business shall be determined by the President or designated presiding officer of each Association meeting.
- B.** In the absence of any provision to the contrary in this Constitution or By Laws of the Association, all meetings of the Association shall be governed by the parliamentary rules and usages contained in the current edition of Robert's Rules of Order.

Section 9: Legal Assistance

Active Executive members of the Association who have legal questions concerning personal job security or disciplinary actions may be approved for up to two hours of consultation with the Association's legal counsel.

Procedure for requesting Legal Assistance:

A. Any Active Executive member who desires legal assistance shall submit a written request to the Executive Director outlining the need for assistance.

B. The Executive Director, in consultation with the Association President, shall review the request and render a decision as promptly as practicable.

C. The Executive Director shall notify the member of eligibility. If approved, the member shall use Association counsel unless a conflict of interest exists. In such cases, the member may retain counsel of their choosing; however, the Association's financial responsibility shall not exceed the hourly rate of its legal counsel.

Section 10: Awards / Commendations

A: Medal of Honor

The Association's highest honor, the Medal of Honor, shall be known as the Chief Thomas P. Reilly Memorial Award, commemorating Chief Reilly's service as Chief of Police in Sherill, NY and as President of this Association. Chief Reilly was killed in the line-of-duty on September 13, 1969.

The Award is presented annually to police officers for acts of heroism, bravery, or sacrifice above and beyond the call of duty. When a nomination does not meet this standard, the Association may instead award a Commendation recognizing noteworthy and meritorious service.

B. The Medal of Honor shall be awarded in accordance with the following procedures:

- 1) Absent a significant event, the award may be presented only to a salaried police officer serving in a duly constituted municipal police department in New York State.
- 2) The recipient must have performed an act of heroism above and beyond the call of duty.
- 3) Nominations must be submitted in writing to the Executive Director by a date determined and published by the Executive Director for acts performed during the preceding calendar year.
- 4) Nominations shall be made by a commanding officer or Board of Governors member and must include a detailed account of the act, including relevant facts, dates, and supporting information.

- 5) The President shall appoint a committee of Active Executive members to investigate nominations and submit a written report with recommendations. The President may direct additional preliminary review as needed.
- 6) The President may submit committee reports to the Board of Governors for review.
- 7) The Board of Governors shall vote on a resolution to confer the award.
- 8) A formal resolution and award materials shall be prepared for presentation.
- 9) The award shall be presented at a time and place designated by the President or Executive Director.

C. Commendations:

Recommendations for commendations not meeting Medal of Honor criteria must be submitted in writing to the Executive Director by a date determined by the Executive Director. The Board of Governors may review and confer such commendations at its discretion.

Section 10: Amendments to the Constitution and / or By Laws

A. Any amendment to the Constitution and/or Bylaws shall require approval by a two-thirds (2/3) vote of the Active Executive Members present and voting at the Annual NYSACOP Conference.

B. Proposed amendments must be submitted in writing to the President by an Active Executive Member of the Association.

C. The President shall ensure that all proposed amendments are distributed to each qualified member, either by mail or electronic transmission, not less than fifteen (15) days prior to the commencement of the Annual Conference.

D. Except as otherwise provided herein, all other matters requiring a vote shall be decided by a majority vote of all members eligible to vote who are present and voting at a duly convened meeting.

Section 11: Effective Date

A. The approved changes of the Constitution and / or By Laws shall be effective immediately upon its adoption and approval by the Association members.

B. Adopted at the NYSACOP Annual Conference, Lake Placid, NY on May 19, 2026.

