
Resources of the North Carolina Sheriffs' Association



North Carolina Sheriffs' Association
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1. Brief History of the Office of Sheriff

The Office of Sheriff is one of the oldest, most important and most respected offices in our nation's system of law and justice. Its origins and responsibilities are rooted in historical England. Only the Office of King is older and has greater dignity. The Office of Sheriff was transplanted to America by the early colonists. The founding fathers made it an elected office because they were determined that the sheriff would be responsible directly to the people.

Today, throughout the nation, the sheriff continues to exercise vitally important responsibilities in all three branches of our criminal justice system, including law enforcement, jail/corrections, and court duties.

In the State of North Carolina, sheriffs are constitutional officers elected by the people of their counties. On call 24 hours a day, 365 days a year, their responsibilities include:

- Patrolling the counties and enforcing the law;
- Maintaining and operating jails;
- Serving civil process papers essential to all legal actions; and
- Providing security for North Carolina's courthouses.

North Carolina's sheriffs take pride in their tradition. They take their duties and their responsibilities to the people of North Carolina seriously and they take the initiative to meet the challenges of a changing society.

2. About the Association

The North Carolina Sheriffs' Association (NCSA) is the statewide, professional organization of our State's 100 sheriffs and has been serving the sheriffs and citizens of North Carolina since 1922. The Association works to strengthen the law enforcement services that sheriffs provide to the people of North Carolina.

From its headquarters in Raleigh, the NCSA acts as an advocate for sheriffs' offices around the State by monitoring the actions of the General Assembly, the courts, and other government agencies which affect the criminal justice system. The Association acts as a voice for sheriffs and coordinates with State government officials and agencies to improve programs related to law enforcement. The Association also cooperates with and assists the National Sheriffs' Association, the Major County Sheriffs of America and other organizations that focus on law enforcement issues such as the North Carolina Association of Chiefs of Police and the North Carolina Conference of District Attorneys.

Through their Association, North Carolina's sheriffs have developed a program of professional standards and training for their offices that has become a national model. North Carolina has also established the first Sheriffs' Education and Training Standards Commission in the United States. The quality of course work and hours of training required are among the highest in the nation.

The Association provides an information clearinghouse for its members, with rapid distribution of news items. The Association is also a leader in supporting programs for law enforcement training and standards. Through its Honorary Membership Program, the Association promotes and regularly keeps all members informed through newsletters and other mailings.

The sheriffs work through their Association to strengthen the professional law enforcement services their offices provide to the people of North Carolina.

3. Why is the Association Vital to Sheriffs?

The NCSA is about the sheriffs, for the sheriffs, and for the benefit of the Office of Sheriff. This support gives all sheriffs confidence that no sheriff is left behind. That principle is what this Association is all about.

Unification in Numbers

The Association carries the strength of all 100 sheriffs at the General Assembly in Raleigh when needed. The power of persuasion often comes in numbers and in being unified. The ability to influence actions at the General Assembly also comes with a professional reputation — a reputation for supporting whatever is in the best interest of the citizens of North Carolina and for preserving the authority of the Office of Sheriff. With the professional reputation of the Association, sheriffs have a seat at the table concerning any issue with any elected official or department head. The General Assembly does care about what the sheriffs have to say and they want the sheriffs' input.

Strong and Stable Reputation

The NCSA has a well-respected reputation in North Carolina and on the national scene as being an Association of honesty, integrity, and stability. This reputation is due to the leadership and dedication of all 100 sheriffs. Whether a sheriff is from a county that is big or small, rich or poor, east or west, each individual sheriff brings something unique and important to the Association. It is important to be recognized as a sheriff in this State because each sheriff has a strong and recognized voice within the Association. Each sheriff has the opportunity to become the leader that he or she individually strives to become. The North Carolina Sheriffs' Association, 100 sheriffs strong, carries significant political influence and respect.

Networking, Networking, Networking

The key to leadership is a sheriff's ability to network with fellow sheriffs. Sheriffs are afforded many networking opportunities throughout the year through the Association's training classes, meetings and family gatherings. Sheriffs are able to share common law enforcement experiences, stressful personnel decisions, and seek advice from colleagues who have dealt with the same issues. This sharing of knowledge is one of the most important elements of networking, leading to long-term friendships, both personal and professional.

Current Events

The Association enables sheriffs to keep up with current events across the State, not only with law enforcement issues, but with important family matters of other sheriffs, their spouses, their deputies and other personnel.

Building Lifelong Friendships

Some of a sheriff's truest friends are fellow sheriffs and Association staff.

4. Activities of the Association

4.1 Protecting the Office of Sheriff

The North Carolina Sheriffs' Association promotes and protects the constitutional Office of Sheriff and the duties and authorities of the Office of Sheriff by:

- Monitoring current events for any potential impact on the Office of Sheriff;
- Providing legal information about the authority of the Office of Sheriff;
- Opposing legislation that adversely affects the Office of Sheriff; and
- Following actions of other state agencies, associations, and related organizations whose activities may impact the duties or authority of the Office of Sheriff, to include:
 - North Carolina Department of Justice,
 - North Carolina Department of Public Safety,
 - North Carolina Department of Adult Correction,
 - Governor's Crime Commission,
 - Justice and Public Safety Steering Committee of the North Carolina Association of County Commissioners,
 - National Sheriffs' Association Committee of State Sheriffs' Associations,
 - North Carolina Association of Chiefs of Police,
 - North Carolina Association of County Commissioners,
 - North Carolina Conference of District Attorneys,
 - North Carolina Sheriffs' Education and Training Standards Commission,
 - North Carolina Criminal Justice Education and Training Standards Commission,
 - North Carolina Jail Administrators' Association,
 - North Carolina Association of Police and Sheriffs' Attorneys,
 - North Carolina Sentencing and Policy Advisory Commission,
 - Various meetings with the leadership and staff of the Attorney General's Office,
 - Various meetings with the leadership and staff of the Department of Public Safety, and
 - Various meetings with the leadership and staff of the Department of Adult Correction.

4.2 Legislative Representation

The NCSA has dedicated staff to serve as lobbyists to represent the constitutional Office of Sheriff by:

- Promoting the NCSA legislative agenda;
- Opposing legislation that adversely affects the Office of Sheriff;
- Opposing legislation that adversely affects public safety;
- Opposing legislation that adversely affects the law enforcement profession;
- Representing the Association before legislative committees and government agencies;

- Coordinating NCSA activities at the legislature, including lobbying, setting up legislative meetings for sheriffs, drafting testimony and preparing sheriffs for meetings, testimony and other activities; and
- Researching and drafting NCSA position papers explaining the sheriffs' positions on important legislative issues.

4.3 Conference, Training and Meetings

The NCSA provides many training opportunities throughout the year that emphasize the importance of the individual sheriff and issues that are unique to the administration of a sheriff's office. It is important to learn about how to be a successful sheriff and not just an average sheriff. These conferences also provide an opportunity for sheriffs to interact with each other and discuss issues of mutual concern. In the past, sheriffs and their personnel have been trained on ethical leadership, overcoming tragedy and adversity, and how to motivate their office team. Public officials are also welcome to attend our conferences and the Association has welcomed several governors, council of state members, and congressional members. All of the Association's conferences are geared towards a family-friendly environment. The Association provides the following conferences each year:

Spring Meeting

The Association's Spring Meeting typically is held in April and is a five-day meeting lasting from Friday afternoon through mid-morning on Tuesday. It often includes our annual Exhibit Hall with approximately 100 vendors of goods and services for sheriffs' offices.

Legislative Day Meeting

The Association's Legislative Day Meeting typically is held in late May or early June, towards the end of the General Assembly's Legislative Session. This two-day meeting is an outstanding opportunity for sheriffs and their personnel to learn about activities of the General Assembly and to have an opportunity for sheriffs to meet their legislators in Raleigh. Legislators are truly impressed with the number of sheriffs who come to Raleigh to meet with them in order to voice their advocacy or opposition for priority legislation.

Annual Business Conference

The Annual Business Conference typically is held at the end of July each year and is a five-day meeting, lasting from Friday afternoon until mid-morning on Tuesday. It is strategically planned to accomplish several goals including dedicated time for "sheriffs only" sessions to discuss specific matters unique to the sheriffs; discussing Association business matters; excellent training on timely, relevant topics using highly-qualified instructors; networking, learning and interacting with other Sheriffs from across North Carolina; learning about new products, technology, and programs; and relaxation and rejuvenation for sheriffs and their families while away from their daily work activities.

Fall Meeting

The Association's Fall Meeting typically is held in early November and is a five -day meeting lasting from Friday afternoon through mid-morning on Tuesday.

Sheriffs' Leadership Institute

The Association's Sheriffs' Leadership Institute is a national leader in training and standards. Through their Association, North Carolina's sheriffs have developed a program of professional standards and training for their offices that is a national model. The Sheriffs' Leadership Institute is separated into four individual

week-long courses that span over a 17-month period. The quality of course work and hours of training required are among the highest in the nation.

Jail Administrators' Institute of Leadership

The Association's Jail Administrators' Institute of Leadership is a comprehensive program to promote the success of jail administrators through training, networking, and development of their leadership skills. The Jail Administrators' Institute of Leadership is two individual week-long classes conducted over a period of six months. This course is offered every four years.

Chief Deputies' Leadership Institute

The Association's Chief Deputies' Leadership Institute is a program offered every four years with the first institute beginning in 2023. The content of this institute includes three individual week-long classes and covers the Office of Sheriff, law enforcement issues a chief deputy is likely to encounter, and leadership training.

Sheriffs' Executive Assistants' Institute

The Association's Sheriffs' Executive Assistants' Institute is a program in development to be offered every four years with the first delivery beginning in 2025. The content of this institute will include one week-long class and cover the Office of Sheriff, the operations of the North Carolina Sheriffs' Association, and issues a sheriff's executive assistant is likely to encounter.

North Carolina Firearms Laws Training

Periodically, the Association conducts half-day training classes devoted to federal and State firearms laws. These training sessions focus on how firearms laws apply to the sheriff's responsibilities for the issuance of concealed handgun permits. The training classes on the sheriff's responsibilities are designed to accommodate all experience levels.

Sex Offender Registration Training

Periodically, the Association conducts half-day training classes focused on the sheriff's responsibilities under North Carolina's Sex Offender and Public Protection Registration Programs. This training session covers not only the laws applicable to the sex offender registry but also addresses "best practices" used by sheriffs' offices when carrying out their mandates under this program. The training classes on the sheriff's responsibilities are designed to accommodate all experience levels.

4.4 Legal Support

Association in-house attorneys provide ongoing support to the 100 sheriffs by monitoring court decisions in our state and federal appellate courts and providing written analysis of key appellate decisions which are sent to all sheriffs and sheriffs' office key personnel electronically.

Legal staff respond to issues raised by sheriffs by developing training in areas of particular interest to law enforcement, such as firearms laws, video sweepstakes laws, sex offender registry laws, involuntary commitment laws and various other criminal and civil laws that have an impact on law enforcement, the criminal justice community, and the functioning of sheriffs' offices.

Legal staff prepare and provide a NCSA *Weekly Legislative Report* to sheriffs, their designated personnel, and other criminal justice professionals each week while the North Carolina General Assembly is in session. The reports detail legislation that is of special interest to sheriffs, sheriffs' office personnel and other law enforcement officers and criminal justice professionals in our state. The *Weekly Legislative*

Report is distributed via email once a week. The most recent reports are located on the Association's website.

An annual *NCSA Final Legislative Report* is prepared and published by legal staff after the General Assembly adjourns each year. It includes summaries of: (1) relevant bills enacted into law during that Session; and (2) relevant provisions of that year's State Budget Bill. The *NCSA Final Legislative Report* is located on the Association's website.

During the fall of each year the Association's legal staff present *Legislative Update Training* to sheriffs, their personnel and personnel from other State and local law enforcement agencies. This training is presented throughout the state in various locations to provide easily accessible training on all of the newly enacted legislation of interest to sheriffs and the law enforcement community.

Legal staff develop and maintain up-to-date publications on various areas of law that are critical to the operation of sheriffs' offices and the law enforcement community, including but not limited to publications and forms on the following topics:

- The Office of Sheriff in North Carolina
- Vacancy in the Office of Sheriff
- Sheriffs' Quick Reference Guide to Obscure Statutes
- Employment of Sheriff's Office Personnel
- Sheriff's Office Finance Reference Manual
- Firearms laws, including concealed handgun permit laws
- North Carolina Sex Offender Registry laws
- Officer's Use of Force: The Investigative Process
- Unmanned Aircraft Systems in North Carolina
- Mutual Aid Between Law Enforcement Agencies
- Commitment Issues for Law Enforcement
- Disposition of Property

In addition, when the NCSA Executive Committee authorizes the retention of outside legal counsel to draft amicus curiae [Friend of the Court] briefs in a pending court case, the Association legal staff monitor outside legal counsel and review and edit all work prior to the filing of the amicus curiae brief in our State appellate courts.

The Association attorneys also oversee the Association's Officer Assistance Network. This program provides legal counsel to law enforcement officers and sheriffs' personnel throughout North Carolina that are involved in use of force incidents resulting in an SBI investigation. The program covers all deputy sheriffs, police officers, State agency law enforcement officers, campus police officers, company police

officers, detention officers employed by sheriffs and any other sheriff's office personnel. The legal counsel covers the individual's initial statement to the SBI and any follow-up interviews by the SBI and is at no cost to the officer. The program does not cover agency internal investigations, agency disciplinary matters, North Carolina Sheriffs' Education and Training Standards Commission or North Carolina Criminal Justice Education and Training Standards Commission certification matters, criminal proceedings or investigations, or civil litigation or investigations.

Finally, Association attorneys are available during regular business hours and also after hours to answer email and telephone inquiries from sheriffs' offices and other government officials throughout the state, and to direct those officials to the appropriate legal resources. Inquiries cover all aspects of criminal law, civil process, involuntary commitments, disposition of property, and the various other areas of law that impact the operation of sheriffs' offices and the criminal justice system.

4.5 Programs Administered by the Association

Through the Association, sheriffs have the ability to participate in many programs that support the daily operation of their offices and support the Association. A few examples of the Association's programs include the following:

Inmate Medical Costs Management Program

The Association, in partnership with Prime Health Services (PHS), provides sheriffs' offices with medical billing review services for out-of-jail medical services provided to county inmates whether they are in the county jail or in a state prison for safekeeping. The program works similarly to health insurance so that sheriffs' offices are billed at lower rates for out-of-jail medical services provided to inmates. It also prevents overbilling, double-billing, incorrect billing, or billing that exceeds the allowable amount per State law. Participation in the program is at no cost to the sheriff's office and has helped many sheriffs reduce their expenses for out-of-jail medical services by over fifty percent.

Statewide Misdemeanant Confinement Program (SMCP)

Established as a part of the 2011 North Carolina Justice Reinvestment Act, the Association is the administrator of the SMCP. The program uses volunteered bed space in county jails to house eligible misdemeanor inmates serving sentences greater than 90 days. Sheriffs' offices are reimbursed the daily housing fee, mileage costs, and supervision fees established by the program. Annual training on the SMCP is conducted statewide, usually in September. The annual training provides information to sheriffs' office personnel on processing inmates into the program, out-of-jail medical care, reimbursement policies, and other related legal and procedural information. Sheriffs' offices desiring to participate or to continue to participate as a "receiving" county in the program for the upcoming calendar year must send at least one representative to one of the annual training classes. Sheriffs may also invite judges, the Clerk of Court, and other court personnel to this training.

Courthouse Security Evaluation and Training

Upon request by the sheriff, the Association will conduct a complete on-site security evaluation of the county's courthouse. The evaluation results are provided to the sheriff with a complete analysis and recommendations, if any, to enhance the county's courthouse security procedures. Courthouse security includes taking the necessary steps to protect citizens and the people who work in and around the county courthouse every day. In addition, a one half-day training class is presented on courthouse security best practices. The NCSA's Courthouse Security Training Program is designed for members of the sheriff's courthouse security committee including sheriff's office personnel, judges, clerk of court staff, and other county employees who work in the courthouse.

Catastrophic Inmate Medical Insurance Plan

The North Carolina Sheriffs' Association has partnered with Hunt Insurance to make available to all North Carolina sheriffs' offices an insurance plan that protects each county's budget from catastrophic inmate medical claims. If a sheriff chooses to participate in the plan, the sheriff has the ability to tailor a plan that best suits the needs of their own jail inmates and also the financial needs of their county. An important benefit to this insurance plan is that sheriffs' inmates are covered, under a standard plan, for \$20,000 in total expenses for the first three days of hospital admission and \$12,000 for each day thereafter. Another benefit of the coverage is that for each inmate there may be a deductible as low as \$10,000 per year which further protects the county from unexpected and catastrophic inmate medical claims.

Traumatic Incident Response Program

This program provides assistance and resources to sheriffs, sheriffs' personnel, and the family members of sheriffs' personnel following events that result in powerful emotional reactions such as a line-of-duty death, use of force incident, or serious work-related injury. For example, through this program, the NCSA is ready to provide assistance to a sheriff during the first 24 hours after a line-of-duty death, as well as contact information for nearby support and grief counselors to assist law enforcement officers who have experienced a traumatic incident. Services are available upon request.

Statewide Disaster Assistance Network

This program is designed to collect and distribute information between sheriffs about personnel [deputies, detention officers, telecommunicators] and other available resources such as rescue teams, boats, and other heavy equipment which may be needed during times of natural disaster. The program works in cooperation with North Carolina Emergency Management to assist in providing resources (manpower and/or equipment) requested by sheriffs' offices in affected disaster areas by the deployment of resources from sheriffs' offices outside the affected disaster area.

Cooperative Purchasing Programs

The NCSA Cooperative Purchasing Programs help all sheriffs as well as city and county agencies with procuring vehicles, motorcycles, tires, vehicle equipment and upfitting, technology hardware and software, fire and EMS vehicles and products, and heavy equipment. All procurement programs provide sheriffs' offices and local government agencies with competitively bid contracts. These contracts assist sheriffs and local government agencies in the procurement process by eliminating the need for the agency to collect bids on over 14,000 separate items. Through the Association's competitive bid process, each sheriff and local government agency is provided with special discounts on over 200 different vehicles and motorcycles, tires from all leading national brands, over 2,700 pieces of heavy equipment, technology services and products, fire and EMS vehicles and equipment, and vehicle equipment and upfitting services. The NCSA contract pricing is extended and guaranteed to all units of local government in North Carolina, and several of the programs are open to agencies in all 50 states. The NCSA also manages similar procurement programs for the Virginia Sheriffs' Association and the Sheriffs' Association of Texas.

Permitium

Permitium is a company that provides sheriffs' offices with software that assists with gun permit applications, background checks, permit processing, and the issuance of concealed handgun permits. The sheriff may contract with Permitium to streamline manual, paper-based processes into an online and automated format. When the sheriff utilizes Permitium's online permit application services they offer citizens the option to donate to the North Carolina Sheriffs' Association. In exchange for a donation the citizen receives from the Association up-to-date, electronic information on firearm law changes on the state and federal levels and any changes that occur in the court system. Citizens who choose to donate to the Association through the Permitium software will have additional opportunities to donate to the Association in subsequent gun law update emails sent from the Association.

Planned Giving

In 2019 the Association created its Planned Giving Program. This program provides supporters a chance to include the Association in their estate and charitable giving plans. There are several ways an Association supporter can donate through the Planned Giving Program such as bequests, life insurance, ITA charitable rollovers, retirement/IRAs, and charitable remainder trusts. Once every year the Association mails a handsome Planned Giving brochure and letter from the Association's President to the most dedicated supporters, those who have continually donated for more than seven consecutive years. This mailing informs Association members that there are additional ways to support North Carolina's sheriffs in addition to their normal yearly giving and can be a way to help them with tax benefits.

NCSA Specialty License Tags

In 2015, at the request of the North Carolina Sheriffs' Association, the North Carolina General Assembly enacted a law allowing motorists in North Carolina to obtain a DMV issued specialty license plate promoting the Association. Any resident in North Carolina who owns a passenger motor vehicle may apply for a NCSA specialty license plate. The fee is \$30 in addition to the applicant's regular license plate fee. \$20 of the additional fee goes directly to the Association as a tax-deductible donation. If a citizen wishes to apply for a personalized NCSA specialty license plate the additional fee is \$60 in addition to the applicant's regular license plate fee. The Association also receives a tax deductible \$20 donation for every personalized license plate. The Association promotes this important revenue generating program in local DMV offices on digital screens, Honorary Membership mailings, the Association's weekly E-Newsletter, the NCSA website, and periodically in the Association's print newsletter.

5. Association Benefits for the Sheriffs

5.1 Death Benefit

The Association provides, at no cost, a \$10,000 death benefit to the beneficiary of any sheriff who dies while in office. This benefit covers each sheriff from the time they assume the Office of Sheriff until they cease being sheriff and is payable to the beneficiary within 24-48 hours of a sheriff's death.

5.2 Sheriff Support and Sharing of Resources

Through the Association, sheriffs' offices and other State agencies have the ability to obtain nearly any resource necessary to accomplish almost any goal.

Case Example – Graham County Sheriff's Office Fire

North Carolina sheriffs were never more of a community than after a fire that destroyed the sheriff's office in Graham County in May 2010. At noon on Wednesday, May 19, 2010, the Association's Executive Vice President and General Counsel, Eddie Caldwell, received a call from Graham County Sheriff Russell Moody saying that he was literally out on the sidewalk after a middle-of-the-night fire that occurred on Monday, May 17. The fire had burned everything in his office except for the evidence vault. By the end of the afternoon, the NCSA President and the Association's Executive Committee had developed a plan to help Sheriff Moody arrange for temporary office space in a recently closed Robbinsville branch bank building. The Association also notified sheriffs in every North Carolina county of Sheriff Moody's need for supplies and equipment.

Early the next morning, Eddie Caldwell drove to Graham County, in the far western part of the State, along with computer technician and NetSmart, Inc. owner Ken George, with over 15 computers that Ken and his staff acquired as donations. Ken and one of the technicians on his staff stayed up all night reprogramming

the computers so they would be ready to install once they arrived in Robbinsville. They also took 18 telephones with Voice-Over-Internet-Protocol (VoIP) access that the Association's telephone service provider, FeatureTel, had provided courtesy of CEO Paul Levering. As FeatureTel began restoring telephone service to the new sheriff's office, Eddie Caldwell and Ken George helped Sheriff Moody and his staff move into the new space. By Friday morning the Graham County Sheriff's Office was open for business again, just as donated office furniture, equipment and supplies began arriving from sheriffs' offices across the State.

On Friday, May 21, the North Carolina Department of Justice arrived and restored access to the Division of Criminal Information database (DCI) that provides criminal records checks and connects the sheriff's office to the criminal justice system and its databases. The sheriff and the State Bureau of Investigation suspected arson from the onset. Investigators from both offices worked together to collect evidence. By Sunday night, May 23, with the assistance of a SWAT team, a suspect was in custody.

"Sheriffs helping sheriffs" forms the core of what the Association is all about.

5.3 Communication Network

Distribution List

The Association maintains a listserv for the benefit of sheriffs and their key personnel as designated by the sheriff to exchange information and requests on a daily basis. The list contains approximately 600 key sheriff's office personnel.

Mobile Device Application

The Association maintains a North Carolina Sheriffs' Association Application (App) which is available for download by sheriffs, sheriffs' personnel, and the public. The App contains information about the Association, a directory of all North Carolina sheriffs, and a password protected area with important information for sheriffs' only.

Support Network for Spouses of Sheriffs

The Association provides several opportunities throughout the year in conjunction with the Association's meetings for sheriffs' spouses to form bonds of mutual interests and experiences that they uniquely share as the spouse of a sheriff.

Memorial Representation

All sheriffs are represented during the annual North Carolina Peace Officers Memorial Day Ceremony and the North Carolina Concerns of Police Survivors & Fraternal Order of Police's Law Enforcement Memorial Service. For both events, the Association provides a wreath with a sheriff's star in the center and includes flowers signifying the number of the current year's fallen law enforcement officers. The Association also provides a wreath upon the death of a sheriff or a sheriff's spouse, a retired sheriff or a retired sheriff's spouse, a former sheriff or former sheriff's spouse, or upon the line-of-duty death of any law enforcement officer in North Carolina.

5.4 Honorary Membership Program

The Honorary Membership Program is an important and significant income source for the Association. The support individual sheriffs give to the Honorary Membership Program, including the sheriff's signature on the letters sent to Honorary Members, is the single most important factor in ensuring a successful membership drive. In return, sheriffs receive support from the Association, good public relations, and a list

of all honorary members in their county which many sheriffs use to send holiday cards and other correspondence. There are four categories of membership in the North Carolina Sheriffs' Association.

Citizen Membership

Citizen membership dues are \$25 per year. Upon receipt of the dues, the Association mails materials to new Honorary Members which include a membership card, thank you letter, bumper sticker, window decal and a stick-on calendar. Citizens can also sign up via the Association's website.

Business Membership

Business membership dues are \$50 per year for businesses. Upon receipt of the dues, the Association mails materials to new Business Members which include a membership card, thank you letter, bumper sticker, window decal and a stick-on calendar. In addition, businesses also receive a wall plaque. Businesses can also sign up via the Association's website.

Law Enforcement Membership

Law Enforcement membership dues are \$25 per year and this category of membership is only available to personnel of a North Carolina sheriff's office (sworn and civilian) and to sworn law enforcement officers of other law enforcement agencies. Upon receipt of the dues, the Association mails materials to new Law Enforcement members which include a membership card, thank you letter, bumper sticker, window decal and a stick-on calendar. Law Enforcement Members can also sign up via the Association's website.

Complimentary Membership

The Association provides pads of Complimentary Membership cards to sheriffs, free of charge, for sheriffs to distribute at their discretion as a public relations tool. All a sheriff needs to do is give a Complimentary Membership card to an interested citizen and have the citizen fill it out and mail it to the Association office. That will automatically allow the citizen to join the Honorary Membership Program free of charge for a year.

All Honorary Citizen Members, Business Members, Law Enforcement Members, and complimentary Honorary Members receive the Association's newsletter, *The North Carolina Sheriff*, quarterly during the membership year.

5.5 Corporate Partner Program

The Corporate Partner Program encourages companies to pay an annual fee that allows their company to be recognized as an NCSA Corporate Partner at all major meetings throughout the year. The Association gives Corporate Partners special signage at the meetings, recognition and visibility on the Association's website, and premier booth space locations during annual association meetings. There are four Corporate Partner tiers: Diamond (\$5,750), Platinum (\$4,600), Gold (\$3,250), and Corporate Partner (\$2,750). Each tier provides the partner with a wide range of benefits and exposure opportunities. The support of the Association's Corporate Partners is vital to successful training and events for sheriffs, their personnel, and their families.

6. Programs that Promote the Office of Sheriff

The Association often provides sheriffs with important and timely news releases such as holiday safety tips which can be customized for any sheriff's office, pocket badges to be worn by sheriffs and sheriff's personnel in business attire, Association lapel pins which may be distributed to personnel as well as children and citizens in the community, the online NCSA Directory which includes the contact information for all

100 sheriffs' offices, and other materials and information to further promote the professional Office of Sheriff.

6.1 Publications

The North Carolina Sheriff Newsletter

The North Carolina Sheriff newsletter is published four times annually and is mailed to over 55,000 North Carolinians. This publication provides a professional image of North Carolina's sheriffs to the thousands of Honorary Citizen Members of the Association in all counties across our State, as well as to major government officials in all three branches of government: legislative, executive, and judicial. The newsletter gives the Association an opportunity to highlight significant things relevant to law enforcement that have taken place, and to highlight individuals or agencies. The Association welcomes ideas from sheriffs for newsletter articles.

NCSA Directory

The Association publishes an online directory which includes: sheriff's contact information; as well as information on the Association. The Association staff updates the NCSA Directory for sheriff's office information as changes are received throughout the year.

NCSA Website and Social Media

The Association maintains a website, www.ncsheriffs.org, that promotes many of the publications, training programs, and activities of the Association. Additionally, the Association maintains an active presence on Facebook and Twitter.

NCSA Online Store

The Association maintains an online store where sheriffs, sheriffs' office personnel, and citizen supporters can purchase Association merchandise such as hats, shirts, and bags. Honorary Citizen Memberships and Honorary Business Memberships are also available through this online store.

News Releases

The Association provides each sheriff with several news releases throughout the year for events such as safety tips for Fourth of July, Halloween, Back-to-School and Christmas that generate positive publicity for a sheriff. All a sheriff needs to do is post the releases on their sheriff's office social media platforms and provide them to the local newspaper and/or radio station.

E-Newsletter

Every Thursday the Association sends an informative e-newsletter to over 60,000 law enforcement professionals, honorary members of the Association, and members of the North Carolina criminal justice community. Each e-newsletter includes timely news articles from local, State, and national media sources that highlight articles that are of importance to the Office of Sheriff. The Association welcomes ideas from sheriffs for e-newsletter articles.

6.2 Scholarships

Through the Association, North Carolina's sheriffs offer a scholarship program that gives deserving students the opportunity to pursue a college degree in the field of criminal justice. Thirty-eight (38) scholarships, in the amount of \$2,000 each, are offered annually to North Carolina residents who are full-time undergraduate students majoring in criminal justice, one for each institution of The University of North Carolina or the North Carolina Independent Colleges and Universities that has a criminal justice program.

First priority in selection is given to the child or step-child of a North Carolina sheriff or deputy sheriff. Second priority is given to the child or step-child of any North Carolina law enforcement officer killed in the line of duty. The third priority is a child or step-child of any North Carolina sheriff or deputy sheriff who is deceased or retired (regular or disability). Final priority is given to any North Carolina criminal justice student with a demonstrated financial need.

Recipients of the scholarship are chosen by the financial aid office at the university that the student plans to attend or is currently attending. The student must obtain a letter of recommendation from the sheriff of the county in North Carolina where the student resides. Applications are available from the school's financial aid office and, after completion, should be returned to the school's financial aid office.

6.3 Association Logo Promotional Items

The Association makes the following promotional items available to sheriffs:

Merchandise for Sheriffs

Association merchandise specifically for sheriffs, including shirts, hats, jackets and t-shirts are available for purchase at conferences.

Association Lapel Pin

Lapel pins are available to sheriffs to be distributed as a public relations promotional item.

Sheriff's Lapel Pin

All sheriffs are provided with an Association pin that is distinctly labeled 'Sheriff.'

Sheriff's Pocket Badge

When a sheriff takes office, the Association provides, free of charge, an acrylic pocket cover with the sheriff's name, title and county on the top of the badge to be worn for identification purposes when attending meetings outside of the sheriff's office.

Sheriff's Personnel Pocket Badge

Similar to the pocket badge for the sheriff, this pocket badge is for the sheriff's personnel and is purchased by the county for the individual.

Sheriff's ID Card

Sheriffs receive, free of charge, a picture identification card created by the Association that identifies the sheriff and the county which he or she serves. It is placed in a black leather case with the Association logo debossed on the front.

Personalized North Carolina License Tags for Sheriffs and Retired Sheriffs

The Association coordinates with the Division of Motor Vehicles to provide a list of sheriffs and retired sheriffs who are eligible to receive the sheriff's personalized license tags for their county. The license tags have the Association's logo and county's numeric designation (i.e. 001 for Alamance County).

7. Organization and Committees of the North Carolina Sheriffs' Association

Sheriffs are the leaders of the Association, and all sheriffs have the opportunity to serve on various committees. The Association's Mission Statement is included in this document as Attachment A and the Constitution and Bylaws of the Association is included as Attachment B.

Various Association Committees on which sheriffs can serve include:

Executive Committee

The Executive Committee is the governing and leadership body of the Association. The members of the Executive Committee include the elected officers, President, First Vice President, Second Vice President, Third Vice President, Secretary and Treasurer, as well as all past presidents of the NCSA who remain an active serving sheriff. The Executive Committee's Chairman is the immediate past president of the Association.

The Executive Committee meets throughout the year to discuss and make final decisions regarding the Association's interests and recommendations from the Association's other committees.

Activities Committee

This committee plans the agenda for the upcoming NCSA Annual Business Conference, Spring Meeting and Fall Meeting. This includes an evaluation and suggested changes in the training agenda, role of sponsors and exhibitors, activities, format of Annual Banquet, type of social events to be held in conjunction with the Annual Business Conference, as well as any other matters related to these events.

Auditing Committee

This committee meets in the spring to review the final financial reports for the previous year with the Executive Vice President, meet with the CPAs and discuss the previous year's accounting review or audit, and discuss the previous year's tax returns.

This committee meets in the fall to review the Annual Business Conference financial report, review various financial reports for the current year, and if appropriate make budget related recommendations to the Executive Committee.

Legislative Committee

This committee reviews and proposes legislation, either State or federal, which may be desirable for the benefit of sheriffs or oppose any proposed laws detrimental to sheriffs or to the best interests of the public. All suggestions for proposed legislation or for adoption of a position on legislative issues by members of the Association shall be submitted to the Chair or Co-Chairs for consideration by the Committee.

Training Committee

This committee provides guidance and input on content and format of training for the Spring Meeting, Fall Meeting, Annual Business Conference, Sheriffs' Leadership Institute and on any other issues related to training for sheriffs and their personnel.

8. Looking to the Future

With a solid foundation of achievement in place, the NCSA strives to give the State's citizens even better service in the future. The Association's goals include:

- Continuing programs to assure the highest quality of deputies in service;

- Attracting and retaining the best individuals in law enforcement, by ensuring that pay and benefits reflect the job's duties;
- Continuing opposition to weakening criminal laws;
- Advocating for stronger protection for the rights of victims of crime and witnesses who assist in prosecuting criminals;
- Building relationships with other law enforcement agencies in our State and our neighboring states; and
- Maintaining a permanent headquarters based in the State capital with facilities for training.

9. Contact Information for the North Carolina Sheriffs' Association

The North Carolina Sheriffs' Association is a 501(c)(3) non-profit, tax exempt organization recognized by the Internal Revenue Service. Our tax identification number is 56-1079943 and we are licensed by the State of North Carolina.

The sheriffs of North Carolina and the Association staff are delighted that the Association's office joins Local Government Federal Credit Union (LGFCU) at the LGFCU "local government campus" which includes a state-of-the-art conference center that the NCSA uses along with LGFCU, the North Carolina Association of County Commissioners and the North Carolina League of Municipalities.

Our offices at The Quorum Center are about three blocks from the State Legislative Building and two blocks from the Governor's Office and the Attorney General's Office at the Department of Justice.

For more information on North Carolina's sheriffs and the Association, please visit our website at www.ncsheriffs.org, call our main office at (919) SHERIFF (743-7433) or send an email to ncsa@ncsheriffs.net.

North Carolina Sheriffs' Association Contact Information

Street Address: 323 West Jones Street, Suite 505, Raleigh, North Carolina 27603

Mailing Address: Post Office Box 20049, Raleigh, North Carolina 27619-0049

Telephone: (919) SHERIFF (743-7433)

Fax: (919) 783-5272

Email: ncsa@ncsheriffs.net

Proudly Serving the Sheriffs and Citizens of North Carolina since 1922

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NORTH CAROLINA SHERIFFS' ASSOCIATION, INC.

MISSION STATEMENT

The mission of the North Carolina Sheriffs' Association, Inc. is to serve as the statewide voice to protect, promote, preserve, and enhance the Office of Sheriff in North Carolina through education, training, and legislative initiatives that increase public safety and protect the rights of the citizens of North Carolina.

Constitution and Bylaws of the North Carolina Sheriffs' Association



North Carolina Sheriffs' Association
Post Office Box 20049
Raleigh, North Carolina 27619
(919) SHERIFF (743-7433)
www.ncsheriffs.org

July 26, 2024

**CONSTITUTION AND BYLAWS
OF
NORTH CAROLINA SHERIFFS' ASSOCIATION, INC.**

PREAMBLE

In order to form ourselves into an association for the welfare of persons engaged in the important service of law enforcement, to establish among our members bonds of confidence, respect and friendship; to knit together, in a composite whole, all of the offices, departments, associations, and individuals engaged in the high calling of maintaining the peace and security of society; to bring together for our mutual benefit and for the benefit of the public at large the knowledge and experience gained in the science and methods of crime prevention and control; to establish in the public mind confidence in the courtesy, honesty, integrity, and dependability of the sheriffs of North Carolina; to secure for our members the rights, privileges and immunities to which they as officers of the law are and should be justly entitled; to observe, to study, and to analyze the criminal and regulatory statutes of our State to the end that such laws, processes and procedures may be continually adapted to accomplish the greatest public and private justice, we solemnly associate ourselves together under the name of the NORTH CAROLINA SHERIFFS' ASSOCIATION, INC., and declare the following articles as the fundamental law of our organization.

ARTICLE I

NAME

The adopted name of this Association is "North Carolina Sheriffs' Association, Inc."

ARTICLE II

PURPOSES AND OBJECTIVES

The objective of this Association is to unite all 100 sheriffs to collectively discuss all issues that involve the Office of Sheriff.

The specific and primary purposes of which this Association is organized and for which it shall be exclusively administered and operated are to receive, administer, and expend funds for charitable and educational purposes in connection with the following:

- A. To combat crime, community deterioration and juvenile delinquency;
- B. To educate and instruct the public on subjects useful and beneficial to the community, such as law enforcement, public safety and crime prevention;
- C. To educate and instruct law enforcement officers so as to enhance their effectiveness in protecting the public and its property;
- D. To engage in activities to influence legislation pursuant to the rules and regulations of the Internal Revenue Service ("Service"), including the making of the election available to certain Section 501(c)(3) organizations under Section 501(h) of the Internal Revenue Code of 1986, as amended ("Code");
- E. To promote the cooperation of the members of the Association in achieving the charitable and permissible goals and purposes of the Association;

- F. To lessen the burdens of government by supporting the activities of the State of North Carolina and local governmental organizations by promoting and supporting (i) effective local law enforcement policies, procedures, functions and activities conducted by local sheriffs' offices, (ii) effective and lawful correctional and confinement procedures in North Carolina counties, and (iii) compliance with judicial orders and judgments relating to incarceration;
- G. To lessen the burdens of government by assisting and supporting the activities of local sheriffs' offices in North Carolina counties with respect to effective and lawful policies, procedures, assignments, transfers, and releases of persons in the custody of local sheriffs' offices with respect to the terms and conditions of confinement, including confinement of misdemeanants;
- H. To assist sheriffs' offices and other governmental entities in other states to lessen the burdens of government by partnering with other state sheriffs' associations and with these sheriffs' offices and other governmental entities and sharing advice and assistance with the operation of such sheriffs' offices and governmental entities, which serves to lessen the burdens of sheriffs' offices and other governmental entities in those states; and
- I. To engage in any and all lawful activities incidental to the foregoing purposes except as restricted herein.

ARTICLE III
MEMBERSHIP

SECTION 1: ACTIVE MEMBERSHIP: Any person, upon being elected or appointed to the Office of High Sheriff of any county in the State of North Carolina, may become an Active Member of this Association during such term of office, upon payment of prescribed dues. On the expiration of their term as sheriff, Active Members shall become Retired Members if they have been in office, and served as sheriff for ten or more years, or receive benefits from the Sheriffs' Supplemental Pension Fund pursuant to Article 12H of Chapter 143 of the North Carolina General Statutes. Widows or widowers of deceased Active or Retired Members shall become Associate Members and shall pay no dues or registration fees at Association meetings.

SECTION 2: RETIRED AND ASSOCIATE MEMBERSHIP: Retired and Associate Members shall be entitled to attend all meetings of the Association and to participate in the activities thereof. Retired and Associate Members shall not be entitled to vote or to hold office in the Association.

SECTION 3: DUES: Annual dues shall be as established by the Executive Committee. Dues shall be collected on a fiscal year of July 1 - June 30 each year. Dues are due and payable on July 1 of each year and are delinquent if not paid in full on or before August 31 of that year.

SECTION 4: HONORARY MEMBERSHIP: The Executive Committee shall set guidelines and dues for Honorary Membership in the Association. However, an Honorary Member shall not vote nor be eligible to hold office.

SECTION 5: RESTRICTIONS ON MEMBERSHIP: No sheriff shall be eligible for membership in the Association after having been convicted of any felony criminal offense or after having had certification denied or revoked by the North Carolina Sheriffs' Education and Training Standards Commission or the North Carolina Criminal Justice Education and Training Standards Commission for a conviction or commission of a felony criminal offense. This prohibition on membership shall not apply to any person who has been awarded a pardon of innocence by the Governor, but the prohibition shall apply to convicted felons who receive a pardon of forgiveness.

ARTICLE IV

ANNUAL MEETINGS

SECTION 1: The Association shall hold an annual meeting in conjunction with the Annual Business Conference and may hold other meetings at such time and place as the Executive Committee shall designate for the transaction of business, including the discussion of issues relevant to the Office of Sheriff, education programs, election of officers and opportunities that enhance the relationships among the sheriffs and their families. The Executive Committee shall provide sufficient funds for such meetings, may collect registration fees, or both. Notice of the time and place of each Sheriffs' Association meeting shall be sent to each member of the Association by the Executive Vice President

at least thirty days prior thereto.

SECTION 2: Each Active Member shall be entitled to only one vote on any issue or in an election of officers.

SECTION 3: At each annual meeting, or as soon thereafter as possible, the President shall appoint Active Member sheriffs to the following committees, to serve until the next annual meeting. Each committee shall have responsibilities as specified below, and any others assigned by the President. Each committee shall meet upon the call of the committee Chair or Co-chairs, who shall be designated by the President. Recommended actions approved by a committee shall be submitted to the Executive Committee, and the Executive Committee shall establish the Association's official position on any and all matters.

A. Auditing Committee:

Meet in the spring to review the final financial reports for the previous year with the Executive Vice President, meet with the Certified Public Accountants and discuss the previous year's accounting review or audit, and discuss the previous year's tax returns.

Meet in the fall to review the Annual Business Conference financial report, review various financial reports for the current year, and if appropriate make budget related recommendations to the Executive Committee.

B. Legislative Committee:

Recommend support for new or remedial legislation, either state or

federal, which may be desirable for the benefit of sheriffs or recommend opposition to any proposed laws detrimental to sheriffs or to the best interests of the public. All suggestions for proposed legislation or for adoption of a position on legislative issues by members of the Association shall be submitted to the Chair or Co-Chairs for consideration by the Committee.

C. Activities Committee:

Recommend the agenda for the upcoming NCSA Annual Business Conference, Spring Meeting, and Fall Meeting. This includes an evaluation and suggested changes in the training schedule, role of vendors and exhibitors, activities, format of Annual Banquet, type of social events to be held in conjunction with these events, as well as any other matters related to these events.

D. Chaplains Committee:

The President shall appoint a Chaplain-West and a Chaplain-East each year who shall serve as co-chairs of the Committee. The President may also appoint additional Chaplains at the President's discretion. The Chaplains are responsible for delivering opening prayers and closing prayers at meetings of the Association and providing other assistance to the President or Association members as needed.

E. Training Committee:

Provide recommendations on content and format of training for the Spring Meeting, Fall Meeting, Annual Business Conference, Sheriffs' Leadership Institute, Jail Administrators' Institute of Leadership, Chief Deputies' Leadership

Institute, Sheriffs' Executive Assistants' Institute and on any other issues related to training for sheriffs and their personnel.

F. Sergeant-at-Arms Committee:

Assist the President at all meetings, as needed, by performing traditional sergeant-at-arms duties necessary to ensure that all meetings start on time and proceed in an efficient and orderly manner.

SECTION 4: The President shall appoint sheriffs to serve as representatives of the Association on the North Carolina Sheriffs' Education and Training Standards Commission. The sheriffs representing Commission districts shall be chosen by their fellow sheriffs in each of the districts identified in Chapter 17E of the General Statutes of North Carolina, and those sheriffs so selected shall be appointed by the President to the Commission. In addition, one sheriff from the east and one sheriff from the west shall be appointed to the Commission by the President, in the President's sole discretion. All sheriffs appointed to the Commission shall be appointed to terms of three years.

SECTION 5: The following Order of Business shall be observed at all meetings of the Association:

1. Approval of minutes of previous meetings
2. Report of President
3. Report of Secretary
4. Report of Treasurer
5. Report of Executive Vice President

6. Other business

ARTICLE V

SPECIAL MEETINGS

Special meetings of the Association may be called at any time or place by the President or a majority of the Executive Committee, but no business shall be transacted except that specified in the notice thereof, which shall be sent to each Active Member of the Association at least five calendar days in advance of such meeting.

ARTICLE VI

QUORUM

Twenty Active Members in good standing shall constitute a quorum for the transaction of business at any session of any annual or special meeting, provided that the President or one of the Vice Presidents conducts the proceedings after due notice of the time and place of the meeting, as herein provided.

ARTICLE VII

REPRESENTATION AT MEETINGS

In the event that any sheriff who is an Active Member in good standing is unable to attend an annual or other meeting, the sheriff's chief deputy or other designee who is an employee of the sheriff's office may act as the sheriff's substitute, which chief deputy or other employee shall have full power to vote at the meeting and to enjoy all the benefits thereof, and the absence of the sheriff shall not disqualify the sheriff from election to any

office or appointment to any committee.

ARTICLE VIII
EXECUTIVE COMMITTEE

The affairs of the Association shall be managed by the Executive Committee, which shall consist of the President of the Association and all past Presidents who remain Active Members, plus the First Vice President, Second Vice President, Third Vice President, the Secretary, and the Treasurer. The most immediate past President who remains an Active Member and who is able and willing to serve shall serve as Chairman of the Executive Committee.

In furtherance of its responsibility for the supervision, control, and direction of the affairs of the Association, the Executive Committee may provide special rules, regulations, and procedures as it shall deem necessary for the continued effective management and business of the Association during any period of State or national emergency.

ARTICLE IX
OFFICERS

SECTION 1: The officers of the Association shall consist of the President, First Vice President, Second Vice President, Third Vice President, Secretary, Treasurer, and Chairman of the Executive Committee.

SECTION 2: Election of officers will be conducted at the Annual Business Conference. For contested elections the votes shall be by secret ballot. The President, the Vice Presidents, Secretary, and Treasurer shall be elected by a majority of the votes of the members present and voting. The officers shall be elected to one term of one year only, except the Secretary and the Treasurer may be elected to successive terms of office.

SECTION 3: The offices of Secretary and Treasurer may be held by the same person.

ARTICLE X

DUTIES OF OFFICERS

SECTION 1: The Chairman of the Executive Committee shall approve the agenda and preside at meetings of the Executive Committee.

SECTION 2: The President shall preside at all meetings of the Association membership. The President shall see that provisions of the Constitution and Bylaws are strictly enforced, that all resolutions and orders adopted by the Association at its meetings are promptly executed, and report Association progress at its annual meeting.

SECTION 3: The First Vice President shall perform all the duties and enjoy all the powers of the President in case of the President's absence or inability to act. If there is a vacancy in the office of President, the First Vice President shall be appointed President by the Executive Committee.

SECTION 4: The Second Vice President shall perform all the duties and enjoy all the powers of the First Vice President in case of the First Vice President's absence or inability to act. If there is a vacancy in the office of First Vice President, the Second Vice President shall be appointed First Vice President by the Executive Committee.

SECTION 5: The Third Vice President shall perform all the duties and enjoy all the powers of the Second Vice President in case of the Second Vice President's absence or inability to act. If there is a vacancy in the office of Second Vice President, the Third Vice President shall be appointed Second Vice President by the Executive Committee.

SECTION 6: If a vacancy occurs in the office of President, First Vice President, or Second Vice President and cannot be filled pursuant to Sections 3, 4, or 5 above due to a vacancy in other offices, or in case of a vacancy in the office of the Third Vice President, the vacancy shall be filled by election at the next Annual Business Conference, or may be filled at a special meeting of the membership if such a special meeting is called by the Executive Committee for that purpose pursuant to Article V.

SECTION 7: The Secretary shall correctly record the minutes of all meetings of the Association membership; shall keep a complete record of all the members in good standing; shall attend to all the necessary correspondence of the Association; shall promptly execute all orders directed to the Secretary by the Association and shall perform all other duties as generally develop upon the Secretary of like associations. The Secretary shall render an annual report of the condition of the Association.

SECTION 8: The Treasurer shall receive and disburse all funds coming to or belonging to the Association; shall keep an accurate account of all receipts and disbursements; and shall perform all other duties generally performed by Treasurers of like associations; and shall render an annual report of the administration of funds.

SECTION 9: The Secretary, Treasurer, or the Secretary-Treasurer may delegate the keeping of some books, records, or funds to the Executive Vice President.

SECTION 10: In the case of the Secretary or Treasurer's absence or inability to act, the First Vice President shall perform all the duties and enjoy all the powers of such Secretary or Treasurer. If there is a vacancy in the Office of the Secretary or Treasurer, the remaining members of the Executive Committee shall select one of the Vice Presidents to perform the duties of the vacant office until the next annual election of officers or until the vacancy is filled at a special meeting of the membership if such a special meeting is called by the Executive Committee for that purpose pursuant to Article V.

ARTICLE XI

SPECIAL COMMITTEES

The President may appoint special committees needed from time to time to attend to any affairs of the Association, but no debts or expenses shall be incurred by any standing or special committees without previous authority from the President or Executive Committee, but either may ratify any reasonable expenses incurred by any officer or

committee in the performance of their duties.

ARTICLE XII

EXECUTIVE VICE PRESIDENT

The Executive Committee is authorized to employ an Executive Vice President who shall serve as the chief executive officer of the Association. The Executive Committee shall determine the annual salary and fringe benefits for the Executive Vice President and shall sign any necessary contract of employment. The Executive Vice President shall be responsible to the Executive Committee. The duties of the Executive Vice President shall include all of the administrative affairs of the Association, and that person shall be solely responsible for the employment and discharge of all other employees. The Executive Vice President shall perform all the necessary duties incident to the office and shall keep on file for reference all correspondence relating to the Association. It shall be the privilege of the Executive Vice President to employ such assistants as he or she considers advisable for positions approved by the Executive Committee to properly aid in carrying out the programs and duties of the Association, the same to be paid for by the Association. The Executive Vice President shall be responsible for the employment, discharge, and supervision of all employees of the Association.

ARTICLE XIII

GENERAL COUNSEL

The Executive Committee may appoint and compensate one person learned in the law and licensed by the North Carolina State Bar as General Counsel for the Association to

advise its officers and committees upon transactions affecting its Active Members as sheriffs that may be submitted. Such General Counsel shall not be obligated to render any legal services to individual members of the Association. Such General Counsel may be compensated by the Association as approved by the Executive Committee. Upon approval of the Executive Committee, the positions of Executive Vice President and General Counsel may be held by the same person.

ARTICLE XIV
PUBLICATIONS

SECTION 1: There shall be published annually for distribution to all Active Members, to Retired Members (upon request) and to Associate Members (upon request) the minutes of the Annual Business Conference and any special meeting, together with the reports of officers presented at such meetings, and all such other matters coming before the meetings that may be of interest to its members.

SECTION 2: There shall be published an "Official Sheriffs' Directory" arranged by county in alphabetical order, containing names and addresses of all the sheriffs in active service. The Official Sheriffs' Directory shall be in electronic format maintained on the Association's website where it shall be accessible free of charge to Members of the Association, Retired Members of the Association, Associate Members of the Association and to the public. The electronic Official Sheriffs' Directory shall be maintained and updated by Association staff on an ongoing basis each time the Association staff is

notified of a change in a sheriff's office that requires an update to the Official Sheriffs' Directory.

ARTICLE XV
GENERAL PROVISIONS

SECTION 1: The business of all meetings shall be conducted according to the most recent edition of Robert's Rules of Order.

SECTION 2: Whenever a member is suspected of a violation of the Constitution and Bylaws or of failing, refusing or neglecting to comply with the provisions thereof, the complaining members shall set forth in writing the nature of the complaint and shall file the complaint with the President of the Association, who shall forthwith refer it with all evidence at hand to the Executive Committee for investigation and appropriate resolution. If the complaint is against the President of the Association, the complaint shall be filed with the Secretary of the Association who shall forthwith refer it with all evidence at hand to the Executive Committee for investigation and appropriate resolution. The determination of whether or not a member violated the Constitution and Bylaws, and the appropriate resolution for the matter, shall be made by the Executive Committee, after providing the member due notice of the hearing and an opportunity to be heard. If a complaint involves an Executive Committee member, that member is automatically excused from the investigation and disposition of the complaint. An appeal from a decision of the Executive Committee may be made to the Active Members present at an Association meeting held for that purpose.

SECTION 3: The fiscal year for the Association shall be January 1 through December 31.

ARTICLE XVI

AMENDMENTS

These Bylaws may be amended by a two-thirds vote of the Active Members present and voting at the annual meeting or a special meeting pursuant to Article V, provided that any such proposed amendment must first be submitted to the President of the Association in writing at least sixty (60) days in advance of the annual meeting or at least ten (10) days in advance of a special meeting. The Executive Committee shall review and make recommendations on any such proposed amendment prior to submission of the amendment to the Active Members. Once the Executive Committee has evaluated the proposed amendment, the Executive Committee will forward the proposed amendment, along with their recommendation, in writing to the Active Members at least thirty (30) days in advance of the annual meeting or at least five (5) days in advance of a special meeting.

Amended:
July 26, 2024