

**Caroline County
Board of Supervisors Agenda
Executive Summary**

Meeting Date: September 13, 2022

Title: Consent Agenda – Approval of Amendments to the Charter Agreement of the Rappahannock Regional Criminal Justice Training Academy

(Check Mark)

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|---|--|
| <input checked="" type="checkbox"/> Consent | <input type="checkbox"/> Closed Meeting |
| <input checked="" type="checkbox"/> Action | <input type="checkbox"/> Public Hearing |
| <input type="checkbox"/> No Action (Information Only) | <input type="checkbox"/> Ordinance |
| <input type="checkbox"/> Resolution | <input type="checkbox"/> PowerPoint Presentation |

Summary: Caroline County is one of twenty (20) original members of the Rappahannock Regional Criminal Justice Academy (the “Academy”), created on July 13, 1978. The Academy exists to provide professional law enforcement and criminal justice training through the development and operation of initial recruit training, continuing in-service training and advanced training programs.

Over the decades, participation has grown significantly and the Academy currently supports 43 agencies. Agencies that joined after the original 20 charter members (known as “training members”) have expressed concerns over the structure of the Academy’s Board of Directors and Executive Committee. The original Charter and By-Laws stipulate that only Charter members have a financial interest in the Academy and therefore have the exclusive authority to approve and adjust the budget. The Charter also requires three-quarters (3/4) of the Executive Committee to consist of charter members. This has caused friction amongst the training members (who now outnumber the charter members) because the burden of dues payments and the cost of capital projects and debt service are equally shared by charter members and training members.

The lack of equal representation and authority led the Academy’s Charter Committee to approve amendments to the Charter and By-Laws slated to take effect on January 1, 2023. The changes define the Board of Directors as including all charter and training members that by membership are responsible for the supervision of the Academy, clarify officer and Executive Committee elections to ensure fair representation for both charter and training members and accomplish other objectives identified in the attached letter from RRCJA Executive Director Michael Harvey.

The charter agreement for RRCJA states the Board of Director may recommend amendments to the Charter as required under §15.2-1747 of the Code of Virginia (“Creation of Academies”). Such amendments shall become effective upon approval by two-thirds of the Board members, and by resolution duly adopted by their respective governing bodies.

Therefore, staff and County Attorney Chris MacKenzie believe it is necessary for the Board of Supervisors to adopt the attached resolution approving the charter amendments.

However, amendments to the Academy's Bylaws do not require the approval of the Board of Supervisors either under the Bylaws themselves or the controlling law. Code of Virginia §15.2-1748(B) (3) ("Powers of the Academies") provides that the Academy has the power to "adopt bylaws and make rules and regulations for the conduct of its business," independent of the governing bodies of the participating localities.

Budget Impact: N/A

Requested Action from Board of Supervisors: Adopt attached resolution as presented

Rappahannock Regional Criminal Justice Academy

Michael C. Harvey, Executive Director



August 25, 2022

To: RRCJA Academy Members

From: Michael C. Harvey, Executive Director

Re: Academy Charter and By-laws Revisions

During the annual academy full board meeting on December 7, 2021, several members expressed concerns over the structure of the academy board and executive committee. Training members brought concerns to the full board meeting regarding the perception of unfair practices in creating and approving the budget and limited seats on the Executive Committee. The original Charter and By-laws designate only the Charter members as having a financial interest in the academy and the authority to approve and/or adjust the academy budget. It also required $\frac{3}{4}$ of the members of the Executive Board be Charter members. The academy currently supports 43 agencies with only 20 of those being identified as Charter members. After discussion, the academy board convened a committee to examine the current academy Charter and By-laws and to propose changes allowing for full equity of all members. The Charter/By-law committee found no evidence that Charter members have ever assumed a higher burden of dues payment or separately funded any capital project or debt service. All members have consistently paid the same level of dues payments across the history of the academy. Several revisions were made and approved by the Charter Committee on August 24, 2022. The revised Academy Charter and By-laws shall become effective on January 1, 2023.

In accordance with Code of Virginia 15.2-1747, "Creation of Academies" the Charter must be approved by your Governing body in the form of a Resolution or Ordinance. The Charter has a space for your Governing Body to adopt it by resolution on its last page. **Please make every effort to have the amended Charter adopted and returned prior to the Academy Annual Full Board Meeting on December 6, 2022.**

- Major Changes are highlighted below and the Charter and By-Laws, are attached for your review.
 - Defined Charter Members
 - "Shall mean the original agencies chartered under the resolution adopted November 1978."
 - Defined Training Members
 - "Shall mean any agency which has joined the academy after its original charter."
 - Defined Board of Directors
 - "Shall include all charter and training member of the academy which by virtue of membership are responsible for the supervision of the Rappahannock Regional Criminal Justice Training Academy as set forth in Section 15.2-1747 of the Code of Virginia."
 - Clarified Officer and Executive Committee Elections
 - Two-year appointments on staggered terms
 1. Chairperson – Elected by Full Board
 2. Vice-Chairperson – Elected by Full Board
 3. Past-Chair – automatic term upon election of new chair
 4. Member – At-large – Elected by Full Board
 5. Member – Chief – Elected by board Chiefs
 6. Member – Sheriff – Elected by board Sheriffs
 7. Member – Jail – Elected by Jail Superintendents
 8. Member – Campus – Elected by Campus Chiefs
 9. Member – Communications – Elected by Comm Directors
 10. Executive Director – Non-voting Ex-Officio member
 11. Secretary -Non-voting Ex-Officio member elected upon rec. of ED.

- Defined Standing and Special Committee formation and appointments.
 - Standing committees include the Finance and Training Committees
 - Appointed by the Board Chair 4-6 members
 - Committee Chair member of Executive Committee, all other members selected from Board of Directors.
- Clarified budgetary process and timelines
- Separated Debt Service from Operating Budget
 - The separation will not raise the cost of dues but will allow member to see how their dues are being spent.
 - As debt service is paid members will see their costs reduced.
 - Members will have to agree (majority vote) to any new debt service and once agreed will be responsible for their portion of that debt.
 - Created satisfying member portion of debt service as a condition of withdrawal replacing the current language of paying an additional year of dues payment.
- Defined quorum requirements of the board or any committee.
 - "In order to achieve a quorum two-thirds (2/3) of the voting members of the board, or any committee, must be in attendance. The member may assign an alternate or give their vote to a proxy to constitute a quorum. An alternate may be sent to represent the interests of the member. The alternate shall have the authority of the absent member. The member may also request another board member act as their proxy and vote on the members behalf. Alternates and proxies shall be counted as the member being present in constituting a quorum. All members assigning an alternate or proxy shall notify the secretary in writing."
- Cleaned up outdated and/or redundant language

Please review the changes to the academy Charter and By-laws and reach out to me with any questions or concerns you may have. I can also make myself available to your Governing Bodies should they have questions or concerns regarding the Charter. I hope to see you at the board meeting on December 6, 2022 to participate in our new board and financial structure.

Yours in training.

Sincerely,



Michael C. Harvey

Attachments:

Academy Charter
Academy By-laws

CHARTER AGREEMENT
FOR THE
RAPPAHANNOCK REGIONAL CRIMINAL JUSTICE TRAINING ACADEMY
(EFF. 01/01/2023, AMENDED 08/24/2022)

Section 1. Creation

On July 13, 1978 the participating Counties, Cities and Towns created the Rappahannock Regional Criminal Justice Training Academy (hereinafter called the "Academy") which shall exist under and be subject to the terms and conditions of this charter, which shall be deemed to constitute the agreement required by Section 15.2-1747 Code of Virginia, 1950, as amended, for the joint exercise of powers of participating political subdivisions.

Section 2. Purpose

The purpose of the Academy is to furnish the highest achievable level of professional law enforcement and criminal justice-related training to the participating jurisdictions through the development and operation of initial recruit training, continuing in-service training and advanced training programs.

Section 3. Duration

The Academy and this charter shall exist in perpetuity, subject, however, to the dissolution under one of the following conditions:

- A. At any time, by unanimous agreement of the governing bodies of the academy.
- B. In the event the governing body of a jurisdiction desiring to withdraw receives approval.
 - **Withdrawal:** Pursuant to Virginia Code 15.2-1747, an agency seeking to withdraw membership from RRCJA must signify its desire by resolution or ordinance issued from the agency's governing body and submitted to the Board of Directors. Withdrawals are only considered in October, once every five (5) years, commencing in October, 2001, and will not be considered at any other time, unless agreed to unanimously. Approval for the withdrawal requires a favorable vote of two-thirds of the Board of Directors of the academy. Withdrawals agreed to by the Board will be effective on June 30 of the following year, unless stipulated as otherwise by the Board. In addition to fulfilling any financial obligations for the current fiscal year, agencies granted withdrawal will be required to satisfy any outstanding debt service as outlined in the current fiscal budget.

Section 4. Board of Directors

There is hereby created the Academy Board of Directors (hereinafter called the "Board") which shall be comprised of the Chief of Police, Sheriff, Superintendent or Director from each of the member agencies.

- A. **Organization** - - The Board shall conduct an annual meeting on a date selected by the Chairperson. Board officers and Executive Committee members shall be elected at this annual meeting in accordance with the Academy by-laws. Members shall serve a two-year term and may be re-elected at the expiration of the term. The secretary need not be a member of the Board. The Board shall fix such other meeting times as it deems necessary. Written minutes shall be recorded for all board and committee meetings.

B. Powers of the Board - - The Board shall have the following powers and duties:

1. To develop and approve the Academy curriculum in cooperation with and subject to review by the Virginia Department of Criminal Justice Services, and the academy policy.
2. To oversee and be responsible for the operation of the Academy, giving due consideration to the needs of the participating jurisdictions for recruit and in-service training and to the maximum benefits of instruction available, in fixing length and frequency of training, and in accordance with demand fixing the operational and staffing levels of the Academy, with which it shall have the power to expend funds appropriated to it.
3. To appoint a Director of the Academy, fix compensation and prescribe powers and responsibilities.
4. To contract with participating jurisdictions for necessary administrative and maintenance services.
5. To provide for the admission of trainees not employed by a participating jurisdiction and to fix necessary fees.
6. To create such standing committees as are deemed necessary to assist in developing plans for regional training programs and projects for criminal justice agencies and for proper administration and operation of the Academy.

Section 5. Financing and Budget

The Board shall designate the Chief Financial Officer of one of the participating jurisdictions to act as its fiscal agent. The Board shall provide for the manner in which and by whom disbursements may be authorized provided that it shall ensure that the disbursement authorization system of the fiscal agent is employed.

A. Capital Assets and Expenditures

1. Real Estate - - The Board may own or lease necessary real property, or may contract for its location needs. In the event an Academy location is furnished by a participating jurisdiction; the Board shall determine the method by which payment and/or credit for the furnishing of the physical facilities shall be given.
2. Equipment - - The Board shall, from time to time as it deems necessary, approve a schedule of equipment requirements, provided, however, that one or more participants may purchase the interests of one or more of the other participants in the property.
3. Debt Service – The Board, by majority vote, may enter into debt service to secure real property or equipment necessary to meet the needs and requirements of the academy. Each agency shall be responsible for its share of the debt service as outlined in the initial debt approval and subsequent budget reviews.

B. Operating Expenses

1. The Executive Committee shall be responsible for preparation of an annual operating budget, and shall submit its approved proposal to the Board not later than December 15th preceding the next fiscal year. Upon the receipt of the proposed budget, the Board may make adjustments as approved by a majority of the Board members.

2. The operating budget and debt service appropriations shall be determined by the number of sworn personnel and that cost shall be established by the Board. Payments of the operational and debt appropriation to the academy shall be made at such intervals as the Board may provide.

Section 6. Termination

Termination of this cooperative endeavor shall occur only as provided for in Section 3. In the event this charter is terminated, payment and/or credit for the furnishing and use of real property owned by a member shall be adjusted ratable to the date of termination. All property shall be scheduled and valued by or at the direction of the Board and distributed in kind to the members as nearly as is feasible in the same proportion as each member contributed to acquiring it; provided, however, that one or more members may purchase the interests of one or more of the other members in the property.

Section 7. Amendments

The Executive Committee may recommend minor amendments to this Charter to keep the academy in compliance with any state or federal law or regulation change. Such amendments shall become effective upon approval by two-thirds of the Board Members.

The board may recommend amendments to this Charter. Such amendments shall become effective upon approval by two-thirds of the Board Members, and by Resolution duly adopted by their respective governing bodies.

**A RESOLUTION AMENDING THE CHARTER
AGREEMENT OF THE RAPPAHANNOCK REGIONAL
CRIMINAL JUSTICE ACADEMY**

WHEREAS, the Charter Committee of the Rappahannock Regional Criminal Justice Academy has identified a need to amend its Charter Agreement to more effectively represent its member localities; and

WHEREAS, the Rappahannock Regional Criminal Justice Academy Charter Agreement states that amendments to the Charter Agreement shall become effective upon approval by two-thirds of the Board of Director members, and by resolution duly adopted by the localities respective governing bodies.

NOW, THEREFORE, BE IT RESOLVED that the Charter Agreement for the Rappahannock Regional Criminal Justice Training Academy shall be amended, revised and updated by the adoption of the changes reflected in the document entitled "CHARTER AGREEMENT FOR THE RAPPANNOCK REGIONAL CRIMINAL JUSTICE TRAINING ACADEMY, (AS ADMENDED 2022)" attached hereto and incorporated herein.

Adopted this 13th day of September 2022.

Clerk to the Board
Charles M. Culley, Jr.

Chairman
Reginald L. Underwood

RAPPAHANNOCK REGIONAL CRIMINAL JUSTICE TRAINING

ACADEMY BYLAWS

ARTICLE I - THE ACADEMY

1.1 **Description:** The Rappahannock Regional Criminal Justice Training Academy was created and exists pursuant to a charter agreement dated November 28, 1978 by and between the original local political subdivisions. The remaining charter jurisdictions are as listed:

City of Fredericksburg	County of Goochland
Town of Bowling Green	County of King George
Town of Colonial Beach	County of King William
Town of Kilmarnock	County of Lancaster
Town of Orange	County of Northumberland
Town of Tappahannock	County of Orange
Town of Warrenton	County of Richmond
Town of Warsaw	County of Spotsylvania
County of Caroline	County of Stafford
County of Essex	County of Westmoreland

1.2 **Name:** The name of this regional organization shall be the Rappahannock Regional Criminal Justice Training Academy.

1.3 **Purpose:** The purpose of the Academy is to provide the highest achievable level of professional law enforcement and criminal justice-related training to the participating jurisdictions through the development and operation of initial recruit training, continuing in-service training and advanced training programs.

1.4 **Agencies to be Served:** The Academy shall serve the charter member agencies and any other agency that may become a training member.

1.5 **Office:** The principal office of the Academy shall be the office of the Executive Director of the Rappahannock Regional Criminal Justice Training Academy at 3630 Lee Hill Drive, Fredericksburg, VA 22408.

1.6 **Records:** All of the books and records of the Academy shall be kept at the principal office, except as may be otherwise required by the Academy for the conducting of business.

1.7 **Definitions** Terms used in these by laws shall be defined as follows:

A. "Agreement" - Shall mean the charter agreement entered into by resolutions adopted in November 1978 or any subsequent revisions of such charter.

B. "Board of Directors" - Shall include all charter and training members of the Academy which by virtue of membership are responsible for the supervision of the Rappahannock Regional Criminal Justice Training Academy as set forth in Section 15.2-1747 of the Code of Virginia.

C. "Charter Members" - Shall mean the original agencies chartered under the resolution adopted in November 1978.

RAPPAHANNOCK REGIONAL CRIMINAL JUSTICE TRAINING

ACADEMY BYLAWS

- D. "Training Members" - Shall mean any agency which has joined the Academy after its original charter.

ARTICLE II - MEMBERSHIP TO THE ACADEMY

- 2.1 Joining: The Academy may admit any other jurisdiction of the Commonwealth of Virginia as a training member following two-thirds vote of the Board and providing that the requesting jurisdiction has met the requirements of section 15.2-1747 of the Code of Virginia and stipulations as set forth by the Board.
- 2.2 Withdrawal: A jurisdiction may withdraw membership from the academy only by two-thirds vote of the Board of Directors of the Academy. Such withdrawals are considered in October once every five years commencing in October 2001. No requests to withdraw will be considered at any other time, unless agreed to unanimously. Any withdrawal agreed to by the Board of Directors will normally be effective on June 30 of the following year. In addition to fulfilling any financial obligations for the current fiscal year, withdrawing agencies will be required to satisfy any outstanding debt service as outlined in the current fiscal budget.
- 2.3 Duration: The Academy and this charter shall exist in perpetuity, subject, however, to the dissolution under one of the following conditions:
- A. At any time, by unanimous agreement of the governing members of the academy.
 - B. In the event the governing member desiring to withdraw receives approval under section 2.2.
- 2.4 Termination: Termination of this cooperative endeavor shall occur only as provided for in this section. In the event this agreement and charter is terminated, payment and/or credit for the furnishing and use of real property owned by a member shall be adjusted ratable to the date of termination. All property shall be scheduled and valued by or at the direction of the Board of Directors and distributed in kind to the members as nearly as is feasible in the same proportion as each member contributed to acquiring it; provided, however, that one or more members may purchase the interests of one or more of the other members in the property.

ARTICLE III - BOARD OF DIRECTORS

- 3.1 Board Members: There is hereby created the Academy Board of Directors (hereinafter called the "Board") which shall be comprised of the Chief of Police, Sheriff, Superintendent or Director from each of the member agencies.
- 3.2 Term: Each board member shall serve so long as the member agency remains in good standing with the academy.
- 3.3 Ex-officio Members: Ex-officio members may be admitted at the discretion of the Board. They shall not have a vote in decisions made by the Board. The Executive Director shall be an Ex-officio member of the Board.

RAPPAHANNOCK REGIONAL CRIMINAL JUSTICE TRAINING

ACADEMY BYLAWS

3.4 Powers and Duties of the Board:

- A. Appointment of the Academy Director
- B. Fix compensation of the Director and staff
- C. Establish duties of the director
- D. Evaluate performance of the director
- E. Establish staffing level for the Academy
- F. Establish the level of support personnel
- G. Authorize budget and revenue
- H. Establish fees for outside users
- I. Approve contractual arrangements
- J. Adopt and approve Academy By-laws
- K. Review policies, rules and procedures
- L. Other duties as specified in the Academy Charter, and the Code of VA

ARTICLE IV - OFFICERS OF THE BOARD

- 4.1 **Officers:** The Officers of the Board shall be selected or nominated from the Board members and shall consist of a Chairperson, a Vice-Chairperson and a Secretary. The Secretary need not be a member of the Board.
- 4.2 **Elections:** The election of officers shall occur at the regular meeting of the Board in December of each year. The Secretary shall be elected by the Board upon recommendation of the Executive Director. Officers shall be elected at the regular meeting of the Board in December of each year to serve a staggered term of two years, unless sooner removed by the Board. The officers will take office in January of the proceeding calendar year. Officers are eligible to serve consecutive terms.
- 4.3 **Vacancies:** Any vacancy occurring in an office shall be filled for the unexpired term by the Board at the next regular scheduled meeting, or at a special meeting called for that purpose. An office shall become vacant when the holder of an office ceases to be a member of the Board.
- 4.4 **Chairperson:** The Chairperson shall preside at all meetings of the Board and shall serve as Chairperson of the Executive Committee. The Chairperson shall appoint such committees as may be deemed appropriate and shall have such other powers or duties as may be prescribed in these By-laws, by applicable law, or as directed by the Board.
- 4.5 **Vice Chairperson:** The Vice Chairperson shall preside at all meetings of Board and Executive Committee when the Chairperson is not in attendance and shall have such other powers or duties as may be prescribed in these By-laws, by applicable law, or as directed by the Board.
- 4.6 **Secretary:** The Secretary shall attend all regular and special meetings of the Board and Executive Committee. The Secretary shall be responsible for keeping the minutes of the Board and Executive Committee and keeping a record of their proceedings, which shall be a public record, and copies of which shall be mailed or delivered to the members of the Board.

ARTICLE V - COMMITTEES

- 5.1 **Executive Committee:** The Executive Committee shall consist of nine (9) voting members, as outlined below. The Executive Committee shall be composed as follows: The Chairperson of the Board, the Vice Chairperson of the Board, past-chairperson and six 6 members elected by the Board. All members of the Executive Committee shall serve two (2) year staggered terms. In the event the nominating committee cannot fill a specific member role, the position shall become an at-large position and voted on by the full board.

RAPPAHANNOCK REGIONAL CRIMINAL JUSTICE TRAINING

ACADEMY BYLAWS

A. Executive Committee Membership

- Chairperson – elected from full board membership
- Vice-Chairperson – elected from full board membership
- Past Chairperson – automatic two (2) year term upon election of new chairperson
- Member – At-Large – elected from full board membership
- Member – Chief of Police – elected from Board Chiefs
- Member – Sheriff – elected from Board Sheriffs
- Member – Jail Superintendent – elected from Board Superintendents
- Member – Campus Chief of Police – elected from Campus Chiefs
- Member – Communications Director – elected from Board Communications Directors
- Executive Director – ex-officio member
- Secretary – ex-officio member elected on recommendation of Executive Director

5.2 The Executive Committee shall be responsible for the following functions:

- A. Overseeing the budgeting, financial operation and quality of training of the Academy.
- B. Meeting quarterly or as needed to conduct Academy business.
- C. The Chairman shall conduct an annual performance evaluation of the Academy Director.
- D. The committee will present the budget for the coming fiscal year for amendment, modification or approval, to the Board of Directors at the annual meeting.
- E. The Chairman shall call special meetings of the Executive Committee as required to conduct Academy business which is time sensitive.

5.3 Nominating Committee: The Executive Committee shall serve as the nominating committee.

5.4 Finance Committee: The Finance Committee shall be a standing committee reporting to the Executive Committee. The Finance Chair shall be appointed by the Board of Director Chair and will be a member of the Executive Committee. The Board Chair will also appoint 3-5 board members to participate in the finance committee. The finance committee shall with work the academy director in crafting and amending the Academy annual budget.

5.5 Training Committee: The Training Committee shall be a standing committee reporting to the Executive Committee. The Training Chair shall be appointed by the Board of Director Chair and will be a member of the Executive Committee. The Board Chair will also appoint 3-5 board members to participate in the training committee. The training committee shall work with the academy director in developing, changing and amending academy training programs.

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5.6 Special Committees: The Board Chair may appoint from time to time such committees as may be deemed necessary for the effective operation of the Academy. All special committees shall be chaired by a member of the executive committee and have 3-5 board members appoint by the board chair.

ARTICLE VI - MEETINGS

6.1 Full Board Meeting: The annual meeting of the Board of Directors shall take place during the month of December of each year. Should the Executive Committee determine, for good and sufficient reason, that a December meeting is not possible all members of the Board will be given thirty days (30) advance written notice of the changed meeting date, time and place. At the annual meeting the Executive Committee shall present the budget for the coming fiscal year and any other matters that may require action by the Board. The Executive Director of the Academy shall make a report concerning Academy activities for the previous year. The officers for the coming year shall be elected and installed.

6.2 Special Meetings: The Chairman shall have the authority to call special meetings of the Board of Directors and the Executive Committee for urgent Academy business.

6.3 Quorum: In order to achieve a quorum two-thirds (2/3) of the voting members of the board, or any committee, must be in attendance. The member may assign an alternate or give their vote to a proxy to constitute a quorum. An alternate may be sent to represent the interests of the member. The alternate shall have the authority of the absent member. The member may also request another board member act as their proxy and vote on the members behalf. Alternates and proxies shall be counted as the member being present in constituting a quorum. All members assigning an alternate or proxy shall notify the secretary in writing.

6.4 Vote: Each member of the Board shall be entitled one (1) vote. All actions of the Board, outside of Article II – Membership to the Academy, shall require a simple majority vote of those present plus alternates and proxies for the motion to pass.

6.5 Procedure: Meetings of the Board and Executive Committee shall be conducted in compliance with the Virginia Freedom of Information Act. In all matters of parliamentary procedure not specifically governed by these By-laws, Robert's Rules of Order shall be parliamentary authority in all meetings of the Board and Executive Committee.

ARTICLE VII - ADMINISTRATION

7.1 Executive Director: The Chief Executive and Administrative Officer of the Rappahannock Regional Criminal Justice Training Academy shall be the Executive Director who shall have direct supervision of all the other employees of the Academy. The Executive Director will have direct control, subject to the authority and approval of the Board for the management of the affairs of the Academy. The Executive Director shall have such duties as provided by the Code of Virginia, and other such duties as established by the Board. The Executive Director shall be employed under a written contract establishing terms, conditions and rate of pay of employment. The contract shall be for no more than a period of two years. The Chairperson of the Board shall review the Executive Director's performance at least annually.

7.2 Personnel Actions: The Executive Committee will hear appeals of personnel actions of termination taken by the Executive Director. At the discretion of the Chairperson, Executive Committee

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ACADEMY BYLAWS

members may be appointed to hear such matters.

7.3 Policy: The Board retains the right to establish policy for the operation of the Academy and the conduct of Academy business.

ARTICLE VIII - FINANCIAL

8.1 Fiscal Year: The Fiscal Year of the Board shall begin each year on July 1st, and shall end on June 30th of the following year.

8.2 Budget: The Board, at the annual meeting, shall approve an annual budget for the coming fiscal year.

8.3 Audits: An audit shall be conducted annually by an independent Certified Public Accountant of all academy revenue and expenditures. A full report of the audit shall be made to the Board at the annual meeting.

8.4 Insurance: The Board shall cause to be secured such casualty and liability insurance coverage as the Board deems necessary to protect its liability and cover its assets.

ARTICLE IX - AMENDMENTS

9.1 Amendments: These By-laws may be amended upon recommendation of the Executive Committee and affirmed by a majority vote of the Board of Directors at the next regularly scheduled meeting or a special meeting called for that purpose.

Last Reviewed: 08/24/2022

Revised: 08/24/2022

Adopted: 01/01/2023