



INTERNATIONAL ASSOCIATION OF  
WOMEN POLICE  
AFFILIATE INFORMATION AND APPLICATION PACKAGE

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# Greetings!

The enclosed package contains the required forms and helpful information for organization of a women police association and for potential affiliation with the International Association of Women Police (IAWP).

This package includes the following information:

1. Affiliate Membership Information
2. Tips on How to Organize Your Own Affiliate
3. Application for Affiliate Status
4. IAWP Constitution ([www.iawp.org](http://www.iawp.org))
5. IAWP Policies and Procedures ([www.iawp.org](http://www.iawp.org))

The IAWP Constitution and Policies are provided for you as a guide and may be helpful to you in providing a good foundation for preparation of your organization's constitution and by-laws.

The IAWP wishes you the best of luck on organizing you affiliate police organization and offers our personal assistance to your organizers. Please feel free to contact us if you have any questions or concerns. The Board of Directors of IAWP looks forward to your affiliate organization becoming a reality and joining the IAWP as an integral and vital member of our Association.

For a copy of an existing Affiliate Constitution, you may contact any IAWP Regional Coordinator or the Membership Chair.

All applications should be mailed to:

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**Myra James**  
**1308 Guyatt Road**  
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# GENERAL INFORMATION ON IAWP AFFILIATE MEMBERSHIP

## *IAWP Affiliate Membership*

The IAWP, pursuant to its Constitution, offers membership to affiliate women police associations or organizations that have been duly and lawfully incorporated in accordance with the statutes of their respective countries. Each affiliate organization is recognized as an affiliate member of the IAWP, while retaining or determining its own organizational title.

## *Making Application for IAWP Affiliation*

Associations or organizations that desire to affiliate with the IAWP should make application to the IAWP. The application packet is provided to prospective affiliate organizers to assist in the organization of a new association. The packet contains simple, step-by-step instructions on how to get started, how to conduct the first and subsequent meetings of the interested members, and tips on how to organize. The packet also refers to the IAWP Constitution and Policies & Procedures, (*which should be downloaded from the website or obtained from the President or Membership Chair*). Obtaining a sample affiliate constitution and bylaws from an existing affiliate may prove helpful to you and assist in the preparation of your prospective affiliate's constitution.

When the potential affiliate is organized and ready to make application for IAWP for affiliation, the representative of the potential affiliate should send the following documents to the President, or her designee, for approval:

- Completed Affiliate Application Form
- Copy of the Affiliate Applicant Constitution
- Incorporation Documents (*or similar documents depending upon the country or province*)
- A List of the Current or Elected/Acting Board members.
- A Check or Money Order for \$50.00 (in US funds).

Once approved by the President or her designee, the documents are reviewed and the matter will be set for vote on the agenda of the next scheduled meeting of the Board of Directors. Recommendation for membership status is provided to the Board and affiliation is decided by majority vote. It should be noted that IAWP requires that affiliate constitutions follow the same general guidelines as the IAWP, particularly in the area of membership requirements and eligibility. IAWP requires prospective affiliates to follow the same membership eligibility guidelines as those contained in the IAWP constitution.

## **Affiliate Organization Responsibilities to the IAWP**

Active Affiliate Organizations in good standing (dues current) are responsible for:

- Conducting at least one membership meeting annually
- Submitting annual dues in the amount of \$50.00 (US funds)
- Encouraging representation at the annual IAWP conferences
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- Encouraging individual membership with the IAWP
- Submitting annual written reports to the Board of Directors of the IAWP
- Supplying updated and current affiliate constitution and by-laws to IAWP
- Supplying updated lists of its governing board to the IAWP
- Including the Editor of WOMEN POLICE to their mailing list of newsletters and training brochures
- Providing the name, email and mailing address of the Affiliate President or designee who will receive IAWP broadcast notices and WomenPolice Magazine.

## **IAWP Responsibilities to the Affiliate Organization**

Upon affiliation, the IAWP will provide the President of the Affiliate organization with the following:

- A copy of the IAWP Constitution, Policies and Procedures available at [www.iawp.org](http://www.iawp.org)
- Copies of the official quarterly publication of the IAWP and all other documents of interest
- A Certificate of Affiliation
- Assistance of the Regional Coordinators and Board in conducting the affairs of the organization (upon request)
- A waiver from IAWP debts, encumbrances and liabilities
- Complimentary one year membership to the newly elected President

## **Dissolution of an IAWP Affiliate Organization**

Pursuant to the IAWP Constitution, any affiliate who dissolves or disbands, thereby terminating their affiliate membership must notify the IAWP President in writing immediately. The written notification letter from an affiliate representative should include the reason and effective date of the dissolution and information on how the organization's remaining assets will be distributed. In addition, the affiliate organization is requested to return IAWP flags and other Association property to the IAWP.

## **Current Listing of Active Affiliate Organizations**

A current listing of all active IAWP Affiliates in good standing can be found in the back of the WOMEN POLICE magazine in the "Who's Who" section and on the IAWP Website at [www.iawp.org](http://www.iawp.org).

## **Benefits of Affiliation with the IAWP**

Affiliate associations provide a necessary venue for women officers who may not be able to attend an international conference, or network with members internationally through IAWP membership. By women law enforcement officers organizing themselves as a group or association within their own communities, counties, provinces or states, they afford opportunities for localized training, networking, mentoring and social activities that some officers would not normally have access to.

Affiliate associations may provide a productive and effective means of discussing and developing solutions to problems within their communities, police departments, or agencies. IAWP and related organizations are able to provide guidance and suggestions for handling problems and are able to assist in pointing members in a positive direction. As a group with a common goal and voice, affiliate

associations and their members may be able to effect change and resolve issues that a single individual may not be able to accomplish alone.

Affiliates who participate in and conduct community service projects increase positive public opinion and bolster and improve positive visibility of police officers and law enforcement within their communities.

Affiliate associations are a major source of nominations for the IAWP Officer of the Year Awards. Through these affiliate nominations and presentation of awards in categories such as Excellence, Merit, Bravery, Heroism, and Mentoring, women officers are afforded the recognition they deserve. This recognition creates increased confidence and pride in their accomplishments. Additionally, in 2009 IAWP introduced the Affiliate Recognition Award which is presented annually.

Working together, Affiliate associations and the IAWP, are able to impact law enforcement. With effort and commitment...planning and participation...IAWP and its affiliates may be able to help shape and influence policing within our local and international communities.

Information sharing is a key element of success. Affiliates who share details of their professional development initiatives can benefit from the Member Discussion Forum, an electronic announcement broadcast automatically made to IAWP members through the Member-Only section.

We welcome and encourage any organization that desires to affiliate with the IAWP to accept the challenge and become part of this ever growing and changing Association. IAWP representatives are also available to answer questions or inquiries pertaining to the affiliation process.

## **IAWP Constitution, Article IV, Section G**

**Affiliate Membership:** This Association shall have affiliate membership of women police associations, which have been duly and lawfully incorporated in accordance with the statutes of their respective countries. Affiliation is also extended to women police associations, which are comprised of multiple areas as one association. The Board of Officers of each organization desiring affiliation shall submit application to the President for recommendation to the Board for approval. This shall be a group membership, and each individual member of the Affiliate organization shall be considered upon application for membership in the IAWP on an individual basis in accordance with Article IV, Subdivision 1. Each affiliate organization shall be recognized as an affiliate member of the IAWP while retaining or determining its own organizational title. Membership for affiliate organization members shall adhere to the same guidelines as IAWP membership.

An Affiliate member in good standing shall:

1. Conduct at least one membership meeting annually.
2. Submit annual dues.
3. Encourage representation for the Affiliate organization to the Annual IAWP conference. The Affiliate would have one (1) vote by delegate.
4. Submit an annual written report of activities and current status of the organization to the Board prior to the annual meeting.
5. Submit the name(s) and address(s) of each member, non-members and law enforcement/police service administrators, of their mailing lists, to the Affiliate Liaison as requested.

The President of each Affiliate organization shall receive from the IAWP:

1. Copies of the Constitution Bylaws, and the official publications of the IAWP and all pertinent written materials
2. A certificate of Affiliation.
3. Where possible, transcripts and materials available at the annual training seminar.

4. Assistance on request from the Regional Coordinator and/or other members of the Board in implementing and/or conducting the affairs of the affiliate organization.
5. A waiver to the Affiliate from IAWP of debts, encumbrances, and liabilities incurred by IAWP.

In turn, the President of the Affiliate organization shall submit to the Board of the IAWP:

1. Copies of the Affiliate Constitution, By-Laws, Standing Orders, and a copy of the incorporation documents where in existence
2. A waiver to the IAWP from the Affiliate from all debts, encumbrances, and liabilities incurred by the Affiliate.
3. Upon dissolution of the Affiliate organization, the Board of the IAWP shall be duly notified. The Affiliate flags shall remain the property of IAWP and be returned to the proper person.
4. A copy of the Affiliate publication to the IAWP Editor.

# IAWP Application for Affiliate Status

The \_\_\_\_\_, (*Proposed Name of the Affiliate Organization*), hereafter referred to as the Affiliate Applicant, being duly incorporated in accordance with the codes and statutes of \_\_\_\_\_, (*State, Province, Country, or Commonwealth*), and having submitted the following:

- 1) A copy of their Affiliate Applicant Articles of Incorporation
- 2) A Copy of Affiliate Applicant By Laws
- 3) Affiliate Applicant proof of incorporation
- 4) Affiliate Check in the amount of \$50

hereby respectfully requests acceptance and confirmation by the International Association of Women Police as an Affiliate Member.

Further, the Affiliate Applicant hereby absolves the International Association of Women Police from any/all responsibilities for debts, encumbrances, and liabilities incurred by the Applicant before, during, and after the period of affiliation.

Submitted this \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_ by:

\_\_\_\_\_  
Applicant President or Executive Director  
(Print or Type Name)

\_\_\_\_\_  
Applicant President or Executive Director  
(Signature)



# STARTING YOUR OWN STATE OR PROVINCIAL WOMEN POLICE ORGANIZATION

## *"Tips on Organizing"*

There has been considerable interest and many requests for information on how to organize a state/provincial association for women police. The following is offered as basic suggestions on you might wish to proceed.

1. Informally meet with a small group of women officers who have expressed interest in organizing a group that will share common interests among women officers. A "group" may be only two women who are willing to devote a little time to gather more together. One enthusiastic officer can be a catalyst to getting started. An association can grow in membership in just one year.
2. Do some homework before calling a formal meeting. Obtain copies of the by-laws of other organizations, preferably those similar to what you propose. The constitution of the IAWP can provide a foundation. Develop suggestions as to the purpose(s) of the organization and what you hope to accomplish.
3. Call a first meeting. A luncheon, either at a restaurant or a home, may be an attraction. A good speaker can also increase attendance. Incentives for organizing may include promoting the association as a resource for training and to provide enthusiasm, support and networking through socializing with others who share mutual interests.
4. Be very specific about when and where the next meeting(s) will be, if there is sufficient interest to proceed further. Too often interest is prevalent, but further action is put off. Get volunteers and/or elect individuals for certain responsibilities, including a host for the next meeting. Some officers have substantial support from the administrators of their departments, who might also provide assistance. Don't overlook possible help from "bosses" who might be able to provide meeting places, mailings, printed materials, suggestions, etc.
5. Name the organization. If undecided, the name can always be changed, but it's important you have a name to refer to when recruiting. Develop a constitution and elect officers. Determine dues for operation expenses.
6. After becoming formally organized, gain publicity by advertising in state publications, especially law enforcement magazines and newsletters, and city newspapers to increase membership and develop interest. Get the word out through whatever resources are available to you.
7. Check your area law enforcement training school(s) and/or whatever resources might have state/provincial wide listings of women officers or training academies of their own. Call as many police departments as possible to find out if they have women employees and in what capacities. Write these potential members or send them a flier about the next meeting. An eye-catching sketch and friendly greeting on the flier encourages participation.
8. Materials: If possible, design a logo or emblem and use on stationary. Personalized stationary also demonstrates organization. An attractive brochure explaining the association, its purposes, and including a membership application also increases membership. Newsletters, however brief, maintain interest.
9. Consider providing training seminars. These can be evenings, a partial or full day(s). Providing for available quality training is a strong motivation for participation. Gain access to training materials (ex: IACP, Training Keys, IAWP Speakers Bureau, brochures and local organizations) of particular interest to the group and distribute at the meetings.
10. Consider affiliating with the International Association of Women Police for assistance. Meet and discuss organizational techniques, incentives, etc. with other existing state/provincial women police organizations. Consider having meetings with other nearby state/provincial groups. Exchange the

expertise of speakers and trainers.

11. Consider incorporating your association under your state or provincial statutes.

## **ORGANIZING A NEW AFFILIATE**

### ***FIRST MEETING***

- A1. **PLAN** Those spear-heading the new affiliate should plan the meeting and agree on the following:
  - a. Who shall call the meeting to order and nominate the chairperson pro tem.
  - b. Who shall be nominated as chairperson pro tem.
  - c. Who shall be nominated for secretary.
  - d. Appointment of a parliamentarian and decision on rules to govern the organizing session.
  - e. Who will explain the purpose of the meeting to the assembly.
  - f. A resolution stating the purpose and intent for formation of the proposed society.
  - g. Proposed draft of governing articles and bylaws.
- A2. **INVITATIONS** Invite those who are believed to have an interest in the formation of the affiliate. This invitation is the official Call for the meeting and should include date, time, place and purpose of the meeting.
- A3. **CALL TO ORDER** At the time (or shortly after) stated in the Call for the organizing meeting.
- A4. **ELECTION OF CHAIRPERSON AND SECRETARY PRO TEM** The person who called the meeting to order may nominate a Chairperson pro tem or may call for nominations from the floor. By general consent the assembly will usually accept the person proposed. The Chairperson pro tem then takes the Chair and calls for nominations for secretary pro tem. If only one person is proposed for either office election is by general consent or voice vote.
- A5. **RULES** A recognized Parliamentary authority may be adopted at this time and a Parliamentarian for the session.
- A6. **OFFICIAL CALL** The Secretary reads the Call as distributed. If no official Call was distributed a report of how the assembly was notified of the meeting may be given.
- A7. **PURPOSE** The person designated by the planners is then called upon to explain the purpose of the meeting and the value of the proposed new society.
- A8. **RESOLUTION** The resolution prepared by the planners should then be presented for consideration and adoption.
- A9. **BYLAWS COMMITTEE** A motion should be made for appointment by the Chair of a Bylaws Committee (constitution) and may include standing rules.
- A10. **NEXT MEETING** The date, time, and place for the next meeting should be set or may be set at the Call of the Chair.
- A11. **ADJOURNMENT**

## ***SECOND MEETING***

- B1. **CALL TO ORDER** The same pro tem officers serve. If absent others are elected.
- B2. **MINUTES OF THE FIRST MEETING** Read and processed.
- B3. **BYLAWS** Copies should be made available to all at the meeting and the proposed Bylaws are open to debate, amendment, etc. The Bylaws (and standing rules if included) are then adopted. Without adoption the society is not yet organized.
- B4. **SIGNING OF THE OFFICIAL MEMBERSHIP LIST** All who agree to abide by the Bylaws and rules sign as acceptance of membership.
- B5. **CALLING THE ROLL OF MEMBERS** The Secretary reads the names of those who have signed the membership list.
- B6. **ELECTION OF PERMANENT OFFICERS and APPOINTMENT OF COMMITTEES** In accordance with provisions in the Bylaws.
- B7. **OTHER BUSINESS** Dues may be collected (if provided in the bylaws). Decision on program plans, etc. may be made.
- B8. **NEXT MEETING** Date, time, and place of the next meeting to be set if not provided in the bylaws or standing rules.
- B9. **ADJOURNMENT**

# ***PROPOSED BYLAWS***

## **ARTICLE I**

The name of this organization shall be \_\_\_\_\_,  
hereinafter referred to as \_\_\_\_\_.

## **ARTICLE II - OBJECTIVES**

The Objectives of \_\_\_\_\_.

- a.
- b.
- c.

## **ARTICLE III - MEMBERSHIP**

- a. Any person interested in \_\_\_\_\_ shall be eligible for membership.
- b. Applicants for membership shall apply either orally or in writing at any meeting of \_\_\_\_\_.
- c. Election to membership shall be by a majority vote.

## **ARTICLE IV - FINANCIAL**

- a. Annual membership dues shall be \$ \_\_\_\_\_, made payable to \_\_\_\_\_.
- b. The fiscal year shall be from \_\_\_\_\_ to \_\_\_\_\_.
- c. Signing officers of \_\_\_\_\_ shall be \_\_\_\_\_.

## **ARTICLE V - OFFICERS & THEIR ELECTION DUTIES**

- a. The elected officers of \_\_\_\_\_ shall consist of \_\_\_\_\_.
- b. The Board of Directors shall consist of \_\_\_\_\_.
- c. Elections shall be by \_\_\_\_\_.
- d. Officers shall assume office \_\_\_\_\_.
- e. Term of office shall be \_\_\_\_\_.
- f. Vacancies in office shall be filled by \_\_\_\_\_.
- g. The President shall appoint committees as required.
- h. The President shall be ex-officio member of \_\_\_\_\_.

## **ARTICLE VI - MEETINGS**

- a. Regular meeting shall be held \_\_\_\_\_.
- b. Special meetings may be called \_\_\_\_\_.
- c. The Annual General Meeting shall be held \_\_\_\_\_ at which time reports shall be given by \_\_\_\_\_.
- d. Board meetings shall be held \_\_\_\_\_.

## **ARTICLE VII - QUORUM**

\_\_\_\_\_ members shall constitute a quorum.

## **ARTICLE VIII - AUTHORITY**

The rules contained in \_\_\_\_\_ shall govern the \_\_\_\_\_  
in all cases to which they are applicable and in which they are not inconsistent with these  
bylaws or any special rules of order the group may adopt.

## **ARTICLE IX - BYLAW AMENDMENTS**

These bylaws may be amended at any meeting of the \_\_\_\_\_ by two-thirds vote  
provided that the amendment has been submitted in writing at the previous meeting.