

International Conference of



REGIONAL HANDBOOK

Rev 5/2010

International Conference of Police Chaplains
Regional Handbook

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The International Conference of Police Chaplains (ICPC) is a professional membership organization whose purpose is to provide training and support to law enforcement chaplains.

ICPC MISSION STATEMENT/CORE VALUES

Mission Statement:

*“Developing Professional Law
Enforcement Chaplains through Dynamic Education and Support”*

Core Values:

We respect and honor the badge and the men and women who have earned the right to wear it.

We pledge availability to the needs of law enforcement officers and victims of crime.

We subject our lives and our office to the scrutiny of accountability to ensure integrity.

We offer professionalism of service, including confidential listening, and spiritual counsel.



**Bylaws
OF
THE INTERNATIONAL CONFERENCE OF POLICE CHAPLAINS,
INCORPORATED**

ARTICLE I: Members

Section 1. *Membership.* The members of the Corporation shall consist of the incorporators of the Corporation and such additional persons, without limit to number, as shall be accepted to membership, from time to time pursuant to the Certificate of Incorporation, and according to such procedures as are established by the Board of Directors. In addition, Chaplain Membership (Chaplain Member) is limited to an individual who is an ecclesiastically certified person in good standing and endorsed for the law enforcement chaplaincy ministry by a recognized religious body, having five years experience in pastoral ministry, and appointed to function as a Chaplain in a Law Enforcement Agency. A second classification of membership is the Liaison Officer member who is a sworn law enforcement officer or departmental designee whose Department assignment includes coordinating the Department's Chaplain Program. Liaison Officer Members shall have the same privileges and opportunities afforded to members. A third classification of membership is the Retired Chaplain who is a chaplain who has been a member of the International Conference of Police Chaplains for at least five years prior to retirement. Retired Chaplain Members shall have the same privileges and opportunities afforded members. The following are additional classifications of membership, each of which shall have the same privileges and opportunities afforded to members, with the exception of voting and holding an elected office:

Associate Member. An individual who has been appointed to function as Chaplain for a Law Enforcement agency or an affiliate organization but who may lack ecclesiastical endorsement by a recognized religious body and/or pastoral ministry experience, is eligible to become an Associate member.

Affiliate Member. An individual or group who has interest in and is supportive of the objectives of the International Conference of Police Chaplains (herein after referred to as ICPC), desiring to affiliate himself or herself or itself for the organization, is eligible to become an affiliate member.

Honorary member. An individual who through meritorious service or special interest in the ICPC may be awarded the status of honorary member as bestowed by the body in session upon recommendation of the Board of Directors, or the Executive Committee, if the same shall be constituted. The Board of Directors may also establish term of limitations for all classifications of membership.

Life Membership: Life membership is designated to any member who wishes to pay the one-time life membership fee. The fee for life membership may be adjusted from time to time as

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deemed necessary by the Board of Directors. Life members will have the same entitlements consistent with their membership classification as listed under ARTICLE I:

Members, Section 1. Any individual recognized as a life member prior to September 1, 2006 will retain either a full or liaison membership classification respectively.

Section 2. Termination of Membership. Any member may voluntarily withdraw from membership in the Corporation. Except as otherwise provided by law, the Certificate of Incorporation, or these Bylaws, no rights, powers, privileges, obligations, or duties as a member shall survive the death or other termination of membership of a member. An expelled member may choose, within twenty (20) days of being notified of the expulsion, to appeal their expulsion in writing to the Executive Committee. The Executive Committee will review all appeals within ten (10) working days and render a decision on the appeal. The name of an expelled member will be reported to the general membership at the next regularly scheduled business meeting.

Section 3. Minimum Membership There shall be at all times not less than three members, and if, for any reason, the total membership shall at any time fall below this number, the remaining members or member, as soon as is thereafter practicable, shall elect or select a new member or members sufficient to bring the total membership up to at least three members. In the event there shall at any time cease to be any members, new members shall be chosen as provided in the Certificate of Incorporation.

Section 4. Meetings. Meetings of members may be held within or without the State of New Mexico at such place as may be determined from time to time by the Board of Directors or the members.

Section 5. Voting. Chaplain Members, Liaison Officer Members, and Retired Chaplain Members shall be entitled to vote at meetings in person. Each member shall be entitled to one vote.

Section 6, Quorum. One tenth of the members present at the meeting and voting shall constitute a quorum at any meeting of the members. (Changed Knoxville, 09)

Section 7. Adjournments. If less than a quorum shall be in attendance at the time for which a meeting shall have been called, the meeting may be adjourned from time to time by a majority vote of those members present in person, without any notice other than by announcement at the meeting, until a quorum of members shall attend. Any meeting at which a quorum is present may also be adjourned, in like manner, for such time, or upon such call, as may be determined by vote.

Section 8. Annual Meeting of Members. The annual meeting of the members shall be held, after due notice, of at least ten (10) days but not more than fifty (50) days before the date of such meeting, in a place and time designated by the Board of Directors. Notice of the time, place and object of such meeting shall be given by mailing, postage prepaid, a copy of such notice addressed to each member at his or her last known post office address.

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Section 9. *Special Meetings of Members.* Special meetings of members may be called at any time by the President or Secretary, or by vote of the Board of Directors, and shall be called upon the request of one-tenth (10%) of the members of the Corporation made in writing to the President or Secretary. Notice of every special meeting, stating time, place, object thereof, shall be given by mailing, postage prepaid, not less than ten (10) days nor more than fifty (50) days before the date of the meeting, a copy of such notice addressed to each member, at his or her last known post office address.

ARTICLE II: Directors

Section 1. *Number.* The number of Directors shall be set and may be changed from time to time by the members or the Board of Directors then in office. The number of Directors shall not be less than three (3), shall assume office immediately upon election and shall hold office until their successors are elected. Directors shall be members. The board shall consist of the officers of ICPC, regional directors, and the chairpersons of the standing committees. (Added, Knoxville, 2009)

Section 2. *Quorum.* One third of the Board of Directors shall constitute a quorum at any meeting of the Board.

Section 3. *Meetings.* Each newly elected Board of Directors may hold its first meeting for the purpose of organization and the transaction of business, if a quorum be present, without notice immediately after the annual meeting of members, or at such time and place as may be fixed by consent in writing of all the Directors, or such meeting may be called as a special meeting of the Board. Regular meetings may be held without notice at such time and place as shall be determined from time to time by resolution of the Board.

Section 4. *Holding Meetings and Keeping Books.* The Directors may hold their meetings, have one or more offices, and keep the books of the Corporation, subject to the provisions of the statutes of the State of New Mexico, at any office or offices of the Corporation or at any other place as they may from time to time determine.

Section 5. *Special Meetings.* The President or Secretary may, and at the request of a majority of the Board of Directors shall, call a special meeting of the Board of Directors by giving notice thereof, not less than ten (10) days nor more than fifty (50) days before the date of the meeting, either personally or by mail, and, if by mail, said notice shall be deemed to have been given by mailing, postage prepaid, a copy of said notice addressed to each Director at his or her last known post office address.

Section 6. *Vacancies.* Vacancies occurring in the membership of the Board of Directors,

from whatever cause arising (including increase in the number of Directors), may be filled by a majority vote of the remaining or existing Directors, although less than a quorum, or such vacancies may be filled by the members.

Section 7. *Committees.* The Board of Directors shall have the power to establish from time to time such committees as they deem desirable for the furtherance of the objectives and purpose of the Corporation, and to delegate to such committees such powers as, in the discretion of the Board, are necessary and desirable.

Section 8, Executive Director. An Executive Director shall be hired by the Board of Directors to handle the day by day business of the corporation in consultation with the president. He shall be an ex-officio (non-voting) member of the Executive Committee and the Board of Directors. (New Section; Knoxville, 2009)

ARTICLE III: Officers

Section 1. *Election of Officers.* At each annual meeting, the members shall elect, as required by the expiration of terms, a President-Elect and may also elect a Vice President, a Treasurer, and a Recording Secretary. Nominees need not be Directors. Whenever the ballot does not result in a majority for one candidate, the candidate with the least number of votes will be dropped from the list of candidates prior to the next ballot. The Board of Directors may elect or appoint one or more additional Vice Presidents and such other officers and assistant officers, none of whom need be a Director, as the Board from time to time may determine, and may define their duties. No two offices may be held by the same person. Officers shall assume office at the close of the Annual Meeting during which they are elected and shall hold office biennially and until their successors are elected and qualify.

Section 2. *The President.* The President shall, when present, preside at all meetings of the Directors and members. The President shall have power to call special meetings of the members and Directors for any purpose or purposes. The President, or the President's designee, shall make and sign all contracts and agreements in the name and on behalf of the Corporation. He or she shall have general management and control of the affairs of the Corporation, and she or he shall generally do and perform all acts incident to the office of President which are authorized and required by law.

Section 3. *President-Elect.* The President-Elect shall, in the absence or incapacity of the President, preside over the meetings of the Directors and members and shall perform such other duties as may be authorized from time to time by the Board of Directors. The President-Elect shall assume the office of the President upon expiration of the term of the President.

Section 4. *Vice President.* The Vice President shall, in the absence or incapacity of the President and President-Elect, preside over the meeting of the Directors and members and shall perform such other duties as may be authorized from time to time by the

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Board of Directors.

Section 5. *Treasurer.* The Treasurer shall perform all the duties customary to that office. The Treasurer shall have the care and custody of the funds and securities of the Corporation, and shall have the general supervision of the books of accounts. He or she shall give such bonds for the faithful performance of the duties of Treasurer as the Board of Directors may determine.

Section 6. *Recording Secretary.* The Recording Secretary shall keep the minutes of the Board of Directors and members, and shall have the custody of the seal of the Corporation and shall affix the same to documents when authorized to so do. The Recording Secretary shall perform all of the other duties usual to that office.

Section 7. *Removal.* Any agent or employee may be removed at any time, for cause only, by a majority vote of the Directors at a meeting of the Board called for that purpose.

Section 8. *Vacancies.* Vacancies occurring prior to the annual meeting, from whatever cause arising, may be filled by a majority vote of the existing Directors, or such vacancies may be filled by the members at a meeting called specially for that purpose.

Section 9. *Terms of Office.* The term of each officer shall be for two years. No person may serve more than two consecutive terms as President or Vice President of this Corporation.

Section 10 Eligibility to Hold Office. *Nominees for office shall have been a full member of the ICPC for a minimum of five years and shall have completed a minimum of a Basic Level Certificate. No member residing or serving within a community from which a member serves on the host committee for an Annual Training Seminar at which an election is held shall be eligible for nomination to an office at that ATS. Incumbent officers are exempt from this provision and can be nominated for any office.*

ARTICLE IV: Committees

Section 1. *Appointments.* The President shall appoint all members of committees, unless otherwise provided for.

Section 2. *Chairperson.* The incoming President shall appoint a chairperson for each standing committee. The chairpersons shall be presented to the Board of Directors by the incoming president at the first meeting after the installation of officers at the ATS for their ratification. These chairpersons shall become members of the board. (Modified Knoxville, 2009)

Section 3. *Secretary.* The chairperson of each committee shall see that a secretary is appointed for the committee. The committee secretary shall keep minutes of the proceedings of the committee and forward a copy of same to the Recording Secretary.

Section 4. Meetings. *Chairpersons shall convene meetings and report to the Board of*

Directors annually.

ARTICLE V: Standing Committees

Section 1. *Advisory.* Consists of members who have held elective office in the ICPC but are not currently serving as an elected officer. Gives advice, studies and makes recommendations on items referred to it to the President, Board of Directors, and Executive Committee.

Section 2. *Annual Training Seminar (ATS).* Consists of a chairperson and other members as selected by the chairperson. Plans and hosts the Annual Training Seminar in consultation with the Continuing Education Committee. Detailed plans for the ATS are presented for approval of the Executive Committee at the Mid-winter Executive Committee meeting preceding the ATS.

Section 3. *Credentials.* Develops and administers standards leading for continuing education leading to certificates of completion of Basic Level, Senior Level, or Master Level, Diplomate and Fellow courses for law enforcement chaplains. Processes applications for certificates and decides which applicants shall be recommended to the Board of Directors for certificates. (Red modified Knoxville, 2009)

Section 4. *Constitution and Bylaws.* Studies and makes recommendations to the Board of Directors in regard to revision of the Constitution and By-laws.

Section 5. *Education.* Studies and recommends policy regarding an over-all education program for law enforcement chaplains. Proposes courses to be conducted at the Annual Training Seminars. Studies and advises on establishing correspondence courses for law enforcement chaplaincy.

Section 6. *Ethics.* Reviews alleged violation of the Canon of Police Ethics by members, and makes recommendations to the Executive Committee for disciplinary action. Action taken by the Executive Committee will be conveyed to the member in writing. The member has a right to appeal the decision to the Executive Committee.

Section 7. *Executive.* Consists of the President, President-Elect, Vice President, Treasurer, Recording Secretary, and the immediate Past President. Serves as an interim governing body between meetings of the Board of Directors. Operates with authority vested in it by the Board of Directors. Reports its meetings and actions to the Board of Directors.

Section 8. *Finance.* Is responsible for auditing the previous year's expenditures and prepares a report on same for the Annual Meeting. Prepares a proposed budget which is presented at the Annual Meeting.

Section 9. *Nominating.* *The Nominating Committee shall consist of seven (7) members of which no more than three (3) shall be active members of the Board of Directors. The Board of Directors shall appoint six (6) members of the Nominating Committee and the President*

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shall appoint one (1) member who will serve as Chair. The duties of the Nominating Committee shall be: Prepare and submit to the Annual Meeting nominations for officers to be elected that year. Ascertain that all nominees are full members of the ICPC. Obtain consent from each candidate to run. Select candidates with due regard to geographic, denominational, theological, and other representative factors of the whole ICPC. Arrange to introduce candidates and present their qualifications to the Annual Meeting.

Section 10. *Development.* Develops and oversees ways of raising funds to support the work of the ICPC.

Section 11. *Worship.* Consists of a cross section of all faiths represented in ICPC membership with not more than one from any faith group. Develops a clear statement on the ICPC's respect for interfaith sensitivity. Provides guidance for Annual Training Seminar worship experiences, including the Memorial Service.

Section 12. *Liaison.* Develops and administers standards leading to certification for Liaison Officers. Processes applications for certification and decides which applicants shall be recommended to the Board of Directors for certification.

Section 13. *Cultural Diversity.* Shall formulate recommendations to the Officers and Board of Directors designed to deepen the membership's respect for and response to the richness of ICPC's Cultural and Multi-faith Diversity; shall assist the ATS and Regional TS Committees develop programs and events which lift up, honor and respect the Racial/Ethnic/Multi-Faith Diversity of the membership of the ICPC; and, shall advise and assist in developing programs for Chaplains and Liaison Officers that provide for the nurturing of human beings into the fullness of their humanity and diversity.

Section 14. *Disaster Response Committee.* The Committee shall facilitate ICPC Chaplains to mitigate human suffering at times of disasters through training, organization, and support of ICPC Chaplains who serve as disaster volunteers; and shall provide long term continuity for the negotiation, review, and analysis of Letters of Understanding, Mutual Aid Agreements, and other instruments of cooperation with cognate organizations.

Section 15. *Special Committees.* Special committees may be established by action of the members at an Annual Meeting, the Board of Directors, the Executive Committee, or the President. The President appoints the chairperson and committee members unless otherwise provided for. The duties of a special committee are spelled out at the time of the formation of the committee. The committee is dissolved when its task is completed.

ARTICLE VI: Regions

Section 1. *Regional Officers:* Each affiliated region of the International Conference of Police Chaplains (ICPC) shall elect a Regional Director and shall elect or appoint a Secretary and Treasurer or Secretary/Treasurer. The term of office is two years and each is eligible for re-election. The Regional Director shall have been a full member of the ICPC

for a minimum of five years and shall have completed a minimum of a Basic Level Certificate. In the event a Regional Director's position becomes vacant and Regional By-Laws do not have provision for succession, a replacement shall be named by the President of the ICPC and approved by the Board of Directors, to fill the remaining time of said term. (Red modified Knoxville, 2009)

Section 2. *Regional Reporting.* Each affiliated region of the ICPC is directly responsible to the ICPC and shall report annually on any type of regional meeting and/or activities conducted by the region. The report shall include an evaluation of the Regional Meeting/Workshop, its structure, cost, attendance, and any fund raising needed to reach its financial goal.

Section 3. *Regional Finances.* All registration monies shall be held in a bank account under the direction of the Regional Director and the Regional Treasurer, if any, and may be disbursed for workshop expenses only. An amount of funds shall be determined by the region to keep the account active and any excess monies shall be directed to the ICPC. Each region shall report in its financial statement all income and disbursements for the annual regional workshops and any planning meetings. This report shall be made annually and submitted to the Board of Directors at their first meeting during the Annual Training Seminar.

ARTICLE VII: Area Associations

Section 1. The Board of Directors of the ICPC, upon recommendation of the Regional Director, may establish Area Associations of police chaplains within Regions. Area Associations shall be affiliated with the ICPC through the Region in which the Area Association is located.

Section 2. Members and Officers of Area Associations shall be members of the ICPC.

Section 3. Area Associations shall operate under guidelines of the Constitution and Bylaws of the ICPC. The Board of Directors of the ICPC may establish guidelines for Area Associations.

Article VIII: Miscellaneous Provisions

Section 1. *Fiscal Year.* The fiscal year of the Corporation shall end on the thirtieth (30th) day of June of each year.

Section 2. *Notices.* Whenever a notice is required by these Bylaws to be given, personal notice is not meant unless expressly so stated; and any notice so required shall be deemed to be sufficient if given by depositing the same in a post office box maintained for mailing purposes, in a sealed postpaid wrapper, addressed to the person entitled thereto at his or her last known post office address, and such notice shall be deemed to have been given on the day of such mailing. Any notice required to be given under these Bylaws may be waived by the person entitled thereto.

Section 3. *Corporate Seal.* The corporate seal shall be in such form as shall be adopted by the Board of Directors.

Section 4. *Rules Governing Procedure.* The rules contained in Robert's Rules of Order Newly Revised, (latest edition), will govern all meetings and procedures to which they are applicable. (Red modified Knoxville, 2009)

Section 5. *Dividends Prohibited:* No part of the net income of the Corporation shall inure to the benefit of any private individual and no dividend shall be paid and no part of the income of the Corporation shall be distributed to its Directors or Officers.

Section 6. *Officer's or Director's Compensation:* No Officer or Director shall receive compensation for his or her services as a Director or as a Member of a Standing or Special Committee of the Board. Nothing herein contained shall be construed to preclude any Officer or Director from receiving reimbursement for expenses incurred on behalf of the Corporation. Nothing herein contained shall be construed to preclude an Officer or Director from serving as an employee of the Corporation and the Corporation may pay compensation in a reasonable amount to its employee Officers or Directors for services rendered.

Section 7. *Loans to Officers and Directors Prohibited:* No loans shall be made by the Corporation to its Officers and Directors, and any Directors voting for or assenting to the making of any such loan and any officer participation in the making thereof, shall be jointly and severally liable to the corporation for the amount of such loan until repayment thereof.

Section 8. *Signature of Negotiable Instruments:* All bills, notes, checks or other instruments for the payment of money shall be signed or countersigned by such Officer, Officers, Agent or Agents, and in such manner, as are permitted by these bylaws and as from time to time may be prescribed by resolution (whether General or Special) of the Board of Directors.

Section 9. *Limitation of Activities:* Notwithstanding any other provision of these articles, this organization shall not carry on any activities not permitted to be carried on by an organization exempt from Federal income taxes under section 501 (c) (3) of the Internal Revenue Code of 1986 or the corresponding provisions of any future United States Internal Revenue law.

Section 10. *Dissolution of the corporation:* Upon dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code of 1986, or corresponding section of any future Federal tax code, or shall be distributed to the Federal, state, or local government for a public purpose. Any such assets not so disposed of shall be disposed of by a court of competent jurisdiction, in the county in which the principal office of the organization is then located, exclusively for such purpose.

ARTICLE IX: Amendments

Section 1. *Amendments.* These Bylaws may be amended, altered, or repealed at any duly constituted meeting of the Corporation at which a quorum is present by a two-thirds (2/3rd) vote of the members present and voting or they may be amended, altered, or repealed by written consent of one-fifth (1/5th) of the corporate membership without a meeting. These Bylaws may also be amended, altered, or repealed at any regular or special meeting of the Board of Directors by a majority vote of the entire Board then in office as long as the Board of Directors has received the recommendation of the Constitution and Bylaws Committee in regard to the proposed change.

As Amended July, 2009 Knoxville, TN

JOB DESCRIPTIONS FOR REGIONAL DIRECTORS

SUMMARY

The structure of the ICPC is a vital network of regions woven together and functioning much like individual states do within the union. Although they enjoy a certain amount of autonomy, they are still under the national framework. This relationship works together in harmony to serve the interests and membership of ICPC.

Regional Directors within the ICPC serve a vital role in the overall functioning of the organization. They must be full-members, reside within the particular region in which they serve, be elected by that region, and be willing to serve for a minimum period of two (2) years.

Some of the responsibilities which are required of the Regional Director are as follows:

1. Promotes membership in the ICPC within the region
2. Contacts new chaplains within that region
3. Provides information to departments and chaplains about law enforcement chaplaincy
4. Oversees the Regional Training Seminar (RTS)
5. Chairs the Regional Meeting
6. Follows up on members in the region, encourages them to attend the ATS
7. Serves on the national Board of Directors. Attends all Board of Directors' meetings, trainings as required, and the Regional Director/Area Representative breakfast at the Annual Training Seminar (ATS).
8. Appoints Area Representative (unless they are elected at the regional meetings) and sends their information to the ICPC office.
9. Maintains contact with the Area Representatives, giving them encouragement and support.
10. Files a yearly report by June 1st of each year with the ICPC office for the Board of Directors of regional activities including a *full financial accounting* of regional/RTS finances.
11. Works towards advancement of his/her own training levels and encourages the same among the area representatives and members at large.
12. Keeps the ICPC office abreast of changes of member information
13. Is responsible for all ICPC activity in their region
14. Maintains a high standard of ethics and integrity

Regional Directors may serve multiple terms in office as there is presently no term limits, however, prudence and care should be exercised within the region to balance the issue and need for continuity with that of the need for an infusion of "new blood." Regions need to remain fresh and balanced to be able to grow and stay healthy. The Regional Director shoulders great responsibility to see that this happens.

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REGIONAL DIRECTOR'S ANNUAL REPORT

REGION: _____
Year: _____

(1) Regional Seminar:

Dates: _____ Location: _____
Number who attended: _____
Comments: _____

(2) Finances

Balance on hand at beginning of year	\$
Income (list sources)	
Regional seminar	\$
Dues	\$
_____	\$
_____	\$
Total available.....	\$ _____
 Expenditures (list, with details)	
_____	\$
_____	\$
_____	\$
_____	\$
_____	\$
Total - end of year.....	\$ _____

(3) Activities

- A. Recruitment contacts made: _____
- B. Contacts with State Reps: _____
- C. _____
- D. _____
- E. _____

(4) Comments:

Date: _____ Signed: _____

JOB DESCRIPTION FOR AREA REPRESENTATIVES

SUMMARY

Regional Representatives, much like the Regional Directors; work within the regions to promote the ICPC and chaplaincy but on a local level. They serve the particular region/state from which they reside. They too, must be full-members with the ICPC, have been a member in ICPC for five (5) years, must be elected by the region or appointed by the Regional Director, and be willing to serve a minimum of two (2) years.

Area Representatives serve in concert under the Regional Director, and communication is vital between the two to keep up on all the issues/needs of the region.

Some of the responsibilities which are required of the Area Representative are as follows:

1. Promotes membership in the ICPC within the state
2. Contacts new chaplains within that region/state
3. Provides information to departments and chaplains about law enforcement chaplaincy
4. Attends the Regional Training Seminar (RTS)
5. Follows up on members in the state, encourages them to attend the ATS.
6. Attends the Regional Director/Area Representative breakfast at the Annual Training Seminar (ATS).
7. Maintains contact with the Regional Director
8. Works towards advancement of his/her own training levels and encourages the same among the members at large.
9. Keeps the ICPC office/Regional Director abreast of changes of member information
10. Supply any documentation as requested by the Regional Director to include in their annual report to the Board of Directors.
11. Maintains a high standard of ethics and integrity

Area Representatives may serve multiple terms in office as there are presently no term limits, however, prudence and care should be exercised within the region to balance the issue and need for continuity within the states and region with that of the need for an infusion of “new blood.” Regions/states need to remain fresh and balanced to be able to grow to stay healthy.

JOB DESCRIPTIONS FOR REGIONAL SECRETARY

SUMMARY

The position of Regional Secretary is very important to the overall functioning and accountability of the ICPC regions. They must be full-members of ICPC, be willing to serve for a minimum of two (2) years, have computer skills commensurate for the position, be able to work on a “management team”, and be available to the Regional Director.

Some of the responsibilities which are required for the position of Regional Secretary are as follows:

1. Record and maintain the minutes of all regional meetings
2. Provide minutes to the regional officers and membership as requested.
3. Provide minutes of regional meetings to the Destin office.
4. Provide any documents requested from the Regional Director to include in his annual report to the Board of Directors.

JOB DESCRIPTIONS FOR REGIONAL TREASURER

SUMMARY

The position of Regional Treasurer is a vitally important position within the regional structure of ICPC. The treasurer must be a full-member of ICPC, have a good working knowledge of financial principals, have had some experience with bookkeeping, be upright and honest, and be totally accountable to the region and the international ICPC office. The position of treasurer is held for a minimum of two (2) years and they may be re-elected for subsequent terms.

As a member of the regional “management team”, they must be able to work with others as a cohesive unit to facilitate the running of the regions. This positive team approach is necessary to uphold the integrity of the regions as a whole.

Some of the responsibilities which are required of the Regional Treasurer are as follows:

1. Is responsible for maintaining the regional bank account and keeping signatory cards current. (Including one signatory from the Destin office).
2. Is responsible for RTS finances and reconciliation of accounts.
3. Is responsible for providing monthly bank statements and maintain communication with the ICPC Office Administrator on all issues of regional finances.
4. Is responsible for paying the liabilities incurred by the region
5. Is responsible to obtain a yearly financial review of the regional finances (May be by two or three ICPC members appointed for that purpose. This is not an exhaustive audit but just a review by our peers for accountability.)
6. Is responsible to report the financial condition of the region to the Regional Director on a monthly basis and to report the financial condition of the region at any regional business meeting.
7. Is responsible to prepare the financial accounting of the region for the Regional Director to include in his annual report to the Board of Directors.
8. Any other duties as outlined by the region.

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International Treasurer's Introduction

The Regional Treasurer is a critical position in the governance of a region. The Treasurer is the officer who keeps the funds of a region and assures they are paid out to the proper persons at the proper time. The Regional Treasurer is also responsible for the maintenance of financial records and timely filing of reports.

While those duties may be accomplished by a simple manual recordkeeping system such as a checkbook register, the task is generally made easier by using software specifically for financial recordkeeping such as a basic QuickBooks program. Such software programs can usually be purchased by the region for less than one hundred dollars.

As the financial world has grown more complex and not-for-profit organizations have become more regulated by law and general accounting practices, the duties of the Regional Treasurer have grown as well. The International Conference of Police Chaplains is audited each year by an independent CPA firm and because of the financial environment; the information requested by the auditors has grown substantially. The Regional Treasurers are now required to provide more information about Regional business than ever before. It is imperative to maintain appropriate paper trail (receipts) for all income and expenses of both the Regional and RTS bank accounts. The purpose of this information is to assure those with an interest in ICPC and the public in general that we are spending our funds in a manner that furthers our stated purpose.

Being a Regional Treasurer can be a very fulfilling job for those who find enjoyment in the financial area and detailed work. It takes a very special person to do this type of job, one not often found in the personality of a Chaplain. Take pride in knowing that you are providing a very special and needed service to your Region.

May God bless you,



Robert Fiers
International Treasurer

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ACCOUNTING POLICIES AND PROCEDURES

The policies are a work in process and will most likely remain so for some time given the ever-changing financial world. They are not designed to be all-inclusive but to give assistance and guidance to Regional Treasurers.

Suggested Chart of Accounts:

See appendix “A”

Making Deposits:

Photocopy all checks before depositing and retain them with the deposit slip showing tellers stamp. These copies will be attached to the monthly bank statement.

When all checks have been entered on deposit slip, make sure the deposit matches the total of the checks. Ensure the back of all checks are stamped with a restrictive deposit endorsement “For Deposit Only”. Checks should be deposited at least weekly. Make a separate deposit for RTS fees and normal Regional income.

Bank Statement Reconciliation:

Bank statements are to be reconciled monthly. Send copy of bank statement, reconciliation along with photocopies of transactions, to the Destin office when reconciliation is complete.

Process a credit card payment:

Credit card payments for RTS registrations may be processed through the Destin office.

Do not email the information below. Unencrypted email is not secure.

Please call the office with the following information:

Credit Card Number (Should be 16 digits)

Credit Card Expiration Date

Name and Address of Cardholder

CCV # (3 or 4 digit number in signature block on back of card)

The Destin office will process the payment and send a check to the Regional Treasurer at least on a monthly basis.

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REGIONAL CREDIT CARD PURCHASES

- Authorized Users: Regional officers authorized to use the Regional credit card are to be determined by the Region.
- Limits of Purchase: Purchases above One Thousand Dollars (\$1,000.00) require preauthorization from the Regional Director, Executive Director or the International Treasurer. (Email acceptable.)
- Procedures: All credit card receipts, indicating whether it is RTS or Regional expense, along with the purpose of the expenditure, are to be given to the Regional Treasurer on the first available business day after the purchase or as soon as possible. Credit card purchases will be verified and reconciled against the monthly credit card statement by the Regional Treasurer. A copy of the credit card receipt and the credit card statement should be sent to the Destin office monthly.
- Payment: Credit card payments will follow the procedure for all accounts payable.

REIMBURSING EXPENSES PAID BY INDIVIDUALS

ICPC Region budgeted business expenses paid for by a Regional Officer or an authorized member, shall be reimbursed upon receiving accounting for same, substantiated by invoice or receipts, indicating whether it is RTS or Regional expense. Purchases can be authorized by a Regional Officer or the Regional Membership by vote. An officer may not authorize his/her own expenses. Whoever authorizes the expenditure must validate the repayment request.

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Regional Financial Information

IMPORTANT FINANCIAL DOCUMENTS REQUIRED BY ICPC:

Following are the ICPC auditor requirements from each region and after each Regional Training Seminar (RTS). These items can be submitted by the Regional Director, the Regional Treasurer, or by the current Regional Host.

- 1) The ICPC Federal Tax ID number is used to open Regional bank accounts and any Regional Training Seminar account (sometimes this is the same account; sometimes there are two separate accounts). Please contact the ICPC Office Administrator for an authorization letter to open a local account. Many times this letter helps to allow the bank to waive checking account monthly fees.
- 2) A list of the names on the bank signature card (The ICPC Executive Director must be included as a signer.)
- 3) A copy of your bank statement **EACH MONTH** for all regional accounts. To include a copy of all Income and Expenses that appear on the statement. If applicable a copy of Regional Credit Card statement along with photocopy of charges appearing on statement.(If the account closes, submit a copy of the statement showing date closed.)
- 4) A reconciliation report for each month, showing any outstanding checks and/or any deposits not credited on that statement (A very simple form to fill out can be found on the reverse of every bank statement.)
- 5) The name and contact number of the Regional Treasurer.

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INTERNATIONAL CONFERENCE OF POLICE CHAPLAINS

AUDIT CHECKLIST

The following is a list of items needed by ICPC headquarters to include Regional activity in the financial statements and complete our annual audit. Check off all items forwarded to ICPC and indicate “N/A” if the item is not applicable. Please include the checklist as a cover document when forwarding items to ICPC. **The auditors must review original documents.**

Included

yes/no/N/A

1. A general ledger trial balance. The trial balance should be comparative and show amounts for preceding as well as current year.
2. The following items for all cash or investment accounts maintained at any time during the year:
 - (a) List of authorized signatures for each account –indicate if dual signatures are required. ICPC does not require dual signature for the regions.
 - (b) All original bank statements (no copies) for the entire year (July through June) as well as the July statement for the current year. Include canceled checks and deposit slips. Include credit card accounts. (Submitted monthly)
 - (c) All bank reconciliation’s for the year. (Submitted monthly)
3. Detailed schedule of accounts receivable and accounts payable as of the end of the fiscal year. As appropriate, indicate subsequent payment or receipt if paid/received by the time data forwarded to the ICPC.
4. Minutes taken during fiscal year.
5. Documentation that reconciles attendance records at Region meetings with amount of cash received. If none, so state.
6. Schedule of any prepaid expense or deferred revenue accounts as of the end of the fiscal year. List by individual item, date received and purpose.
7. A copy of the most recently amended budget as approved by your Region
8. The following books and records (if not maintained, so state):
 - (a) General Ledger
 - (b) Cash Receipts Journal
 - (c) Cash Disbursements Journal
 - (d) All invoice files (paid and unpaid)
9. Name, address and amount of individuals receiving any grant or scholarship from your Chapter.
10. Detail listing of any donations and restrictions (time or use) including name, address and amount of donation.
11. Detailed listing of any donated services to include amount, purpose and donating person/agency.

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International Conference of Police Chaplains

GUIDELINES FOR HOSTING A REGIONAL TRAINING SEMINAR

GOALS

The three major goals of an RTS are:

1. Provide a sound educational experience for law enforcement chaplains recognizing that there are different levels of training needs for each chaplain.
2. Provide opportunities for chaplains to network and get to know and learn from each other.
3. Raise funds to pay expenses; provide a minimum of \$10.00 per attendee to ICPC .

BID

The offer to host an RTS is usually made at the RTS prior to the one to be hosted. (*At least one member of the host committee must be an ICPC member*). The RTS decides which offer to accept.

If no offer to host the next RTS is made at the current RTS, the Regional Director works with the other regional officers to arrange for a host agency.

The location of the next RTS is announced in the ICPC “Journal” and on the ICPC website as soon as it is known.

WHAT A HOST NEEDS TO DO:

1. Pick the dates (does this in conjunction with the Regional Director at the RTS prior to the one you will be hosting.)
 - Do not schedule too close to the Annual Training Seminar (July): no later than mid April or before October 1st.
 - Avoid major holidays such as Easter, etc.

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2. Select the site for the classroom portion of RTS. This can be a hotel or motel, police department, police academy, community center or local church. Per ICPC policy, Starwood properties cannot be used to host a RTS.
 - Check the cost at the hotel or motel - sometimes this will be complimentary if enough rooms will be used by attendees (see #3 below).
 - Try very hard to provide classrooms with tables (classroom style set-up). Just chairs (theater style set-up) makes taking notes very difficult.
3. Select the motel, hotel, or other sleeping accommodations (police academy, etc.)
 - A. Must be near the training site in #2.
 - B. Estimate the number of rooms needed and have the hotel hold that room block.
 - You are NOT guaranteeing these rooms - individuals will be responsible for reserving and paying for their own rooms. Therefore, the hotel will have a cut-off date - usually three weeks to a month prior to the dates of the RTS - after which they will not guarantee room availability or rate.
 - **No contracts may be signed by an RTS host** as they are not legally able to enter into contracts for the ICPC. *All contracts must be signed by Destin Executive Director.*
 - Use the history of attendance from the last two RTS's to get a good guesstimate of attendance. Most hosts are overly optimistic about growth for their seminar. Try to avoid this and be as realistic as possible about the room block number.
 - C. If the hotel is also the site for the classrooms; the hotel may be willing to waive the fee for use of the classroom. This usually depends on the number of sleeping rooms to be used. Check with them.
4. Select topics to be presented.
 - A. The Regional Coordinator will send you a sample of what other regions have done, and a list of 40 topics for chaplain training.
 - B. Be sure to include some or all twelve of the Basic Level Training core courses.
 - C. Avoid topics covered in the last three seminars in your region (except Basic Level Training core courses).
 - D. Explore expertise in your own agency and other local law enforcement agencies for topics or specialized trainers.
 - E. Consult with the Regional Director and the Regional Coordinator in the Destin office for suggestions and discuss ideas on topics.
 - Some RTS's offer two or more choices of topics at the same hour. While this involves more staffing, it does allow for meeting the needs of chaplains with different experience levels. For example, a chaplain with ten years experience may be very bored if only Death Notification is offered, but would find Avoiding Burnout very stimulating. A rookie chaplain needs Death Notification, but Burnout wouldn't mean much.
 - F. After topics are decided, contact and confirm presenters for each topic.

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5. Decide what will be provided in the registration fee.
 - A. Arrange location: hotel? Elsewhere?
 - B. Get cost.
 - C. Arrange speaker (if any).
 - D. Arrange entertainment (if any).
 - E. Be aware of ICPC policies: it is ICPC policy not to serve alcohol at any official functions (including RTS's.)

6. Develop budget. Include:
 - A. Cost of meeting room(s)
 - B. Brochure: (consult with the Regional Coordinator for estimated expense if applicable).
 1. Postage
 2. Printing, Secretarial work
 - C. Meals being provided
 - D. Refreshment breaks
 - E. Support materials: registration packet, paper, envelopes, etc.
 - F. Telephone - long distance calls
 - G. Audio/Visual equipment
 - H. Attendee & Split to ICPC (*See Goals #3*)
 - I. Presenters
 - Most RTS hosts find there is sufficient talent and expertise within the local agencies and ICPC membership so that there is little need to spend money to bring presenters in and pay them.
 - Many good ICPC presenters from outside the region are willing to come just for the cost of expenses (travel, hotel, meals).

7. Set registration fees. After the budget is completed, estimate - **very conservatively** - how many will attend. Divide the budget by the attendees for the registration fee.
 - Example- if past experience in your region is that 50 will attend the RTS, then use 35 as the number for budgeting purposes. Divide your estimated expenses by 35. That will give you your approximate registration fee. If more than 35 attend (which is likely), then for everyone over 35 you will be making more profit after expenses. If you base your registration fee on the 50 you really expect to attend, and a heavy snow storm hits the day of your seminar, you could get a lot of no shows but your expenses are still on-going.
 - **Non-ICPC members** pay 50% more than ICPC members as training seminars are a membership benefit.
 - Full refunds will be given up to 10 days prior to the RTS. No refunds for "no shows."
 - If the ICPC Executive Director, ICPC-elected officer, or Academic Registrar attends representing ICPC, they do not pay the registration fee. Frequently the region also assists financially with their hotel and transportation expense.

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8. Decide who will be the registrar. This person is the contact person for the RTS, and **must** be an ICPC member. It is this person's name, address and phone number that will be put in the RTS brochure. This is the person who will receive the registration forms and registration fees. The registrar will also be responsible for providing a detailed financial accounting of all registration monies received. Each region has a bank account under the direction of the Regional Treasurer. All RTS monies should be deposited in this account. However, if this account is not in the city where your Regional is being held, you may need to open a separate RTS account.

(Under no circumstances should money be put in anyone's personal account, or local chaplaincy corps account, church, or departmental account. It is against ICPC policy to use a pre-existing, non-regional account and co-mingle funds in any account.) The signature card on the account will have the Regional Treasurer and Executive Director of ICPC as signatories.

- Contact the ICPC Office Administrator for a letter authorizing you to open a bank account using ICPC's Federal Tax ID number.

9. Make a rough draft of the brochure.

A. This includes:

Region #

Dates

Event location

Topics

Presenters

Who should attend

Complete information about the hotel (i.e., name, street address, phone, etc)

Fees/Costs

Dress code (if any)

Registrar (contact person) information (Name, contact phone #, address-- optional: e-mail).

Registration form w/info on where to mail and to whom check should be made.

Map/directions

Optional: Information about the ICPC and ICPC training level credentialing.

- B. Do not use any religious symbols other than the ICPC logo in brochure – we are an interfaith organization.
- C. The ICPC office **MUST** review the rough draft before final draft is sent to printer. The ICPC office can make the final draft from your rough draft, if you so desire.
- D. Get brochures printed. The ICPC office can arrange printing in Destin, or you can have the brochure printed locally. This is an advantage if you can get it done at little or no cost.
- E. Mail brochures **no later than 45 days prior to the start of the event** (if mailed by 1st class mail). Otherwise it could be handled by the ICPC office using a bulk mailing permit (requires additional mailing time of up to 2-3

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weeks), and costs about 2/3 of what first class mailing would cost (also requires indicia stamp printed on brochure).

- ICPC can either mail the brochure or provide labels. The mailing will go to all ICPC members in the region, and to all police and sheriffs' departments in the region. This will mean a mailing of between 400 to 1,100 pieces, depending on your region.

TWO WEEKS BEFORE THE SEMINAR, the Regional Coordinator/Destin office will send you:

- A. Name tags and attendance certificates. You will need to put names on these.
 - Because the certificates are legal documents which can be used for applying for credentialing, etc., no partial attendance qualifies for RTS certificates.
- B. An Evaluation Form. You will need to make photocopies, one for each attendee.

FOLLOWING THE SEMINAR. These items need to be completed **within one (1) week** after the conclusion of the RTS.

- A. Pay all bills, including the ICPC bill for cost of producing/ mailing the brochure, supplies, secretarial work and the \$10.00 ICPC per attendee fee.
- B. Make a minimum donation of 10% of remaining RTS funds to the ICPC. The balance of funds will be deposited into the Regional Bank Account to be used to strengthen the local ICPC Region and its function. Close the temporary RTS account.
- C. Complete the financial report (a form is included with these guidelines Appendix B) send copy to Regional Director and ICPC office.
- D. Send the original class roster sign-in sheets so CEU's can be compiled and recorded in the member's academic record.
- E. Send completed evaluation forms and a copy of Minutes to ICPC office.
- F. Send "thank you" notes to presenters, a very helpful contact person at the hotel, your chief, etc.
- G. If known, send the name, address and phone # of next year's RTS host, along with the date and location of next year's seminar.
- H. Provide all information on newly elected Regional officers (name, contact information, position held, etc.).
- I. Original registrations, banking documents and supporting records need to be sent to the Destin office for audit purposes.

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ENRICHMENT COURSE SUGGESTIONS

- A Chaplain's Personal Finances
- Addictive Personalities in Law Enforcement
- Adding New Dimensions to Law Enforcement Chaplaincy Programs
- Anti-Bias Based Policing
- Blood Borne & Air Borne Pathogens
- Child Abuse
- Church and State Issues
- Communicable Diseases
- Confidentiality and Mandatory Reporting
- Coping with Grief
- CPR and First Aid
- Crime Scene Technology
- Crisis Prevention, Intervention, Postvention
- Critical Incident Stress Debriefing
- Dealing with School Disasters
- Departmental Organization
- Differences Between Male and Female Grief
- Disaster
- Domestic Disturbances
- Employees' Assistance Program
- Eyewitness Identification
- Forensics
- Funeral Protocol
- Gangs and At-Risk Youth
- Ground Zero
- Guilt Resolutions
- Hostage Situation, Crises Response Team, Terrorism
- How to Start a Chaplaincy
- Interdepartmental Relationships
- Internet Crime/Pornography
- Judicial System
- Keeping Spiritually Fit
- Keys to Successful Chaplaincy
- Making the Legal Case Stick
- Media Relations
- Physical Fitness
- Pre-retirement Course for Officers and Chaplains
- Preserving the Crime Scene
- Public Ceremonies

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- Relating to Other Clergy, Ecumenicity
- Responding to Mass Casualty Incidents
- Responding to Geriatrics and Mental Illness Problems
- Ride-Along Protocol
- Sects, Cults, and Deviant Behavior
- Self-defense and Weapons Orientation
- Separation of Church and State
- Sudden Infant Death Syndrome & Child Death
- Suicide Prevention Concepts
- Terrorist/Explosives
- The Incident Command System
- Understanding the Law Enforcement World
- Utilizing Community Resources
- Victim Assistance
- When a Child Disappears
- Women in Law Enforcement

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CHRONOLOGICAL CHECKLIST FOR
“HOSTING A REGIONAL TRAINING SEMINAR”
(to be used with “Guidelines for a Regional Training Seminar”)

- Pick the dates the Regional Training Seminar is to be held
- Select the site for the classroom portion of the RTS
- Select the site for sleeping accommodations
- Select the topics to be presented
- Contact and confirm topic presenters
- Decide what will be provided in the registration fee
- Arrange for speaker (if any) and entertainment (if any) for banquet
- Develop the RTS budget
- Set the registration fees
- Choose a registrar
- Consult with Destin on drafting publicity brochure before printing
- Print and mail brochure
- Compile registrations
- Fill out certificates and name tags (from ICPC)
- Photocopy evaluation form, attendance sheet, and “Request Info” form (from ICPC originals).
- Pay all bills
- Send list of attendees, and class lists, to ICPC **WITHIN ONE (1) WEEK AFTER EVENT.**
- Complete and mail Post Seminar Report to ICPC
- Mail evaluation forms and copy of Minutes to ICPC
- Send information to ICPC regarding next year’s RTS host, location, and date
- Send information on new elected officers to ICPC
- Mail “Thank You” notes
- Complete final financial accounting
- Mail attendee, split and all supporting records to ICPC

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POST-SEMINAR REPORT FOR ICPC
(to be used with "Guidelines for Hosting a Regional Training Seminar")

REGIONAL TRAINING SEMINAR FOR _____ Region

Location _____ Date: _____

Please send the ICPC office the following items:

Number of attendees at your Regional Training Seminar _____

Site for next year's Regional Training Seminar _____

Dates for next year's Regional Training Seminar _____

Host for next year's Regional Training Seminar _____

Address: _____

Phone: _____

If you held elections, please fill in position, name, address and phone

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Please return to ICPC, PO Box 5590, Destin, FL 32540.

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Thank you!

GUIDELINES FOR REGIONAL ELECTIONS

To develop continuity and assist the regions in their election processes, the following regional guidelines are hereby established:

****Roberts Rules of Order** shall be utilized to facilitate the election process

Regional Officers: Pursuant to Article VI, Section 1 of the ICPC by-laws; Regional Officers are to be elected by the affiliated region, serving a two (2) year term of office. Officers may be re-elected for additional terms, however, there is a fine line between continuity in a region and the need for an infusion of “new blood”. Wisdom should be exercised in balancing these two elements.

Qualifications: According to ICPC policy regarding those holding leadership positions, individuals seeking election as Regional Officers must be full members of ICPC. Additionally, pursuant to Board of Directors policy on *Nominating Committee Guidelines--Section 6*, “Host committee members are not eligible for election at the training seminar which they are hosting.” The individuals running for office must reside in the state/region for which they are running.

Voting Privilege: Only **full-members** of the ICPC have voting privileges. This includes: Chaplain Members, Liaison Members, and Retired Chaplain Members.

[An associate or affiliate member does not have voting privileges. This membership classification is held until all supporting documentation can be received at the Destin office whereby an individual’s membership may be upgraded to full membership status. Membership upgrades shall not be made during the time the RTS is being held.]

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- Nominations: A nominating committee is appointed to establish a slate of nominees. They shall not hold office in the region and shall be of odd number to avoid voting issues.
- It is the nominating committee's responsibility to establish an individual's qualification as well as their desire to run for office. They should try to establish a well rounded slate of nominees taking account the faith, race, gender, and geographical makeup of the region.
- Election Time: Regional elections shall be held at the Regional Training Seminar (RTS) and at such time as will ensure most of the region's members in attendance will be present.
- Election Procedure: Each individual seeking office should be given two (2) minutes to present themselves to the membership and tell why they wish to be elected. After all the nominees are finished they should be asked to leave the room and the election held. Voting may be taken by a show of hands or secret ballot dependent upon the region's desire. A simple majority is needed to win the vote for office. If only one individual is running for an office, a vote of affirmation shall be taken affirming the region's selection of the individual. Upon tabulating the results, the regional director will announce the results to the membership. The new regional officers will take office at the conclusion of the RTS and at which time it will be the new regional director's responsibility to inform the main office at Destin of the new regional officers.
- Additional Offices: If the region does not desire to elect the other regional officers, they may be appointed by the Regional Director with the concurrence of the other regional officers. They will serve the same term of office as the other officers in the region.

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Suggested Chart of Accounts:

Assets

Checking
Savings

Liabilities

Usually none

Equity

Retained Earnings
Current Year Income to Date

Income

Registrations
 Basic
 Advanced
 Non-Member
 Spouse
 Late Fees
 Banquet
 Misc.
Donations
 Contributions/Gifts
 Grants
 Designated
Other

Expenses

Hotel
ICPC-Destin Services (Brochure, Certificates, Name Tags, Mailings, etc.)
Instructor/Speaker Fees
Banquet
Memorial Service
Officer Supplies
Postage
Printing
Transportation
Misc/Other
Contribution to ICPC

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This listing is not designed to be exhaustive. You must decide what items in a chart of accounts works best for your region. Should you have questions, please do not hesitate to call the International Treasurer or the ICPC Office Administrator.

Revenue/Expense Statement

INCOME:

Registrations:	Number & Attendance Fee:	
Basic		\$
Advance		\$
Non-member		\$
Spouse		\$
Late Fee		\$
Extra-Banquet		\$
Other Misc		\$
Donations:		
Contributions/Gifts		\$
Grants		\$
Designated		\$
TOTAL INCOME		\$

EXPENSES:

Hotel Expenses	\$	
ICPC cost of producing Brochure, Certificates, Name Tags, and Mailings	\$	
Keynote/Instructor Fee	\$	
Meals/Banquet/Caterer Expenses	\$	
Memorial Service	\$	
Office Supplies, Receipt Books etc.	\$	
Postage & Mailings	\$	
Printing	\$	
Transportation	\$	
Miscellaneous/Other Expenses	\$	
Host Committee Attendee fees to ICPC	\$	
TOTAL EXPENSES		\$

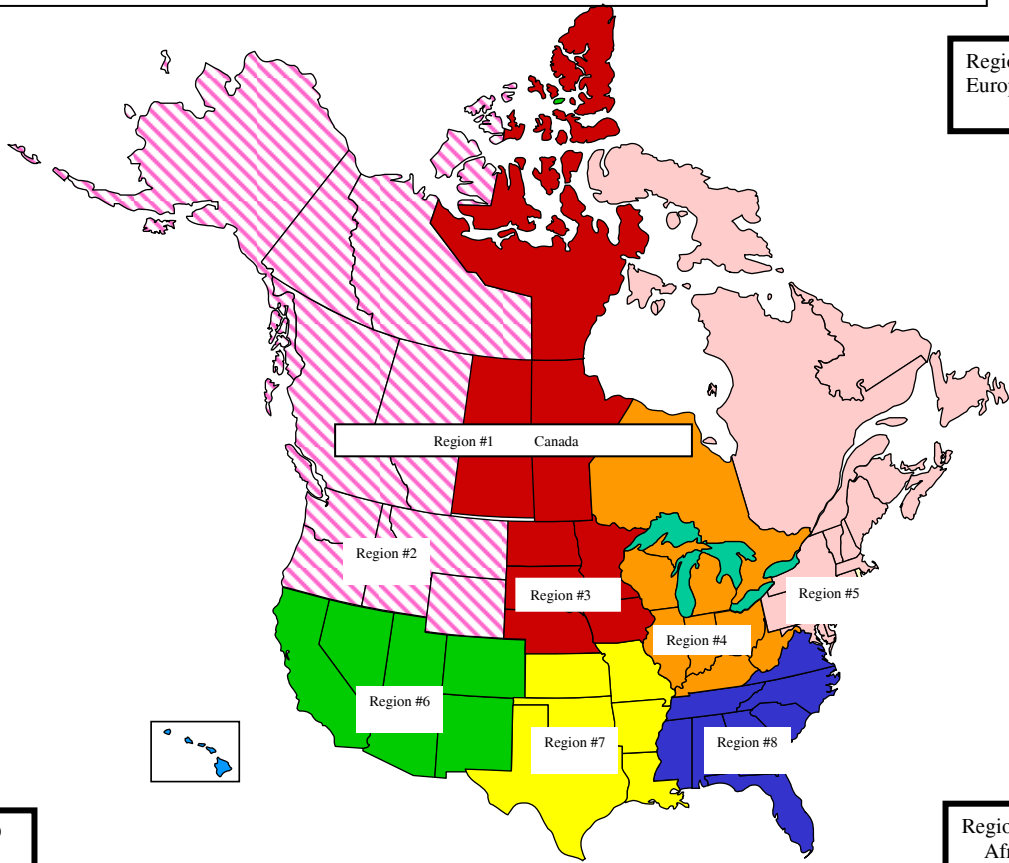
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SURPLUS/DEFICIT (Income-Expenses) \$

Host Committee Split to ICPC \$

Regional Map

APPROVED REGIONAL ALIGNMENT July, 2005 at the Annual Training Seminar in San Antonio, Texas
Regional Directors Board of Directors



Region #9
Pacific

Region #11
Africa

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ICPC Display

Checkout Protocols P57

The ICPC display may be checked-out by any region wishing to display it using the following protocols:

1. Requests for the display must be submitted on an official request form by the Regional Director. Request forms may be obtained from the Destin office.
2. The request form must be received by the Destin office no later than thirty (30) days prior to the event.
3. Requests for the display will be honored on a first-come, first-served basis.
4. In the event of a scheduling conflict between the region's event and the national office schedule, the national office retains the right of "first refusal."
5. The region will be responsible for all shipping charges to and from the Destin office utilizing the shipping instructions below.
6. Should the display be damaged while in the custody of any region, that region assumes responsibility for any repairs and/or replacement parts. This does not apply if the display was damaged during transit.
7. The display must be sent back to the Destin office no later than one (1) week after the event is completed. The display may not be drop-shipped to a third-party directly from the region.
8. The display may not be sent internationally.

Shipping Instructions:

1. The ICPC display will be shipped by DHL/FedEx ground shipping.
2. Tracking numbers and carrier are to be reported to the Destin office
3. If there was any damage to the display, a ***Damage Report***, which is included in the display case, will be filled out listing all observed damage.
4. The shipping case will be locked during transit.
5. Allow 3-5 business days for delivery

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REQUEST FOR ICPC DISPLAY
P57-2

Date: _____

Regional Director/Region: _____

Event: _____

Event Location: _____

Event Dates: _____

Date Needed By: _____

<p>Ship To: _____</p> <p>_____</p> <p>_____</p>

<p>Approved By: _____</p> <p>Date: _____</p> <p>Shipped: _____</p> <p>Returned: _____</p> <p>Damage Inspection: None _____ Damaged _____ List Damage: _____</p> <p>_____</p>
--

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Contacts and Information

International Conference of Police Chaplains

P.O. Box 5590
Destin, FL 32540

Email: icpc@gccoxmail.com
Phones: 850-654-9736 Office
850-654-9742 Fax

Executive Director

Dr. Charles R. Lorrain
P O Box 5590
Destin, FL 32540

Email: exdir@icpc.gccoxmail.com
Phone: 850-654-9736 Office

International Treasurer:

Chaplain Robert Fiers
8632 Mariesi Drive
Indianapolis, IN 46278

Email: jrfpm@aol.com
Phone: (317) 431-9278 Cell

ICPC Office Administrator:

Ruby Kinlaw
P. O. Box 5590
Destin, FL 32540

Email: offadmin@icpc.gccoxmail.com
Phone: (850) 654-9736 Office

Website: icpc4cops.org

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