

CONSTITUTION
AND
BYLAWS
OF THE
LAW ENFORCEMENT
TRAINING OFFICERS'
ASSOCIATION
OF
WISCONSIN

Revised September 2009

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Article One: Name

The name of this organization is the Law Enforcement Training Officers' Association of Wisconsin, hereinafter referred to as LETOA.

Article Two: Purpose

To promote professionalism in law enforcement through training by encouraging a program of mutual assistance among law enforcement training officers within the state and by assisting other organizations or governmental bodies interested in law enforcement training.

Article Three: Membership

Except as is hereinafter set out, membership in this association shall be limited to individuals who are engaged in the field of law enforcement education and training on a full- or part-time basis and law enforcement personnel or corporate enterprises having specific interest in and associated with law enforcement training.

Section I: Members

A: Regular Members

All individuals who have applied and qualified for membership as is set forth in the bylaws of the LETOA shall be regular members. To attain the status of "regular member" of the LETOA, each individual must:

- a. Be engaged in the field of law enforcement education or training on a full- or part-time basis.
- b. File such application as provided for by the board of directors of LETOA and remit with such application the dues of the association as further provided in the bylaws.
- c. Receive recommendation into membership by a majority of the board of directors or, failing same, a two-thirds vote of the general membership present at any regular meeting.
- d. Receive approval of the simple majority of the general membership present at any regular meeting.

B: Charter Members

Those individuals listed in the Articles of Incorporation of LETOA dates January 26, 1966, as charter members shall be known as charter members. Charter members shall be entitled to the rights of regular members only so long as they qualify as a regular member.

C: Honorary Members

For the purpose of honoring those individuals who further the cause of law enforcement training by their own outstanding endeavors, LETOA hereby creates the status of "Honorary Member." Qualification to the status of Honorary Member" shall be set forth in the bylaws of the LETOA and shall be granted all the privileges of a regular member but shall not have the power to vote and hold office. All honorary members of the LETOA shall remain members without the necessity of the payment of dues.

Any regular member of the association may nominate any person to "honorary" member status of the association by form of a motion presented at the annual meeting of said association; and upon a two-thirds vote of the general membership present at such meeting, such person shall be granted the rights and privileges of an "honorary member."

Honorary members' status is valid for five years from the date the privilege is granted. The privilege can be reviewed and renewed each subsequent five-year period.

D: Associate Members

Non-law enforcement personnel or corporate enterprises having specific interest in and associated with law enforcement training wishing to support the purpose of the association. Associate members shall in all respects be subject to the same rules and entitled to the same rights as regular members except that they may not vote or hold office. Associate members shall be confirmed by a majority vote of the board of directors.

Section Two: Rights of Members

A: Financial Assistance to Members

No member who, while acting at the direction of the Law Enforcement Training Officers Association of Wisconsin, Inc., is placed in a position of defending himself/herself in any civil or criminal proceedings, shall be refused the assistance of the LETOA. Said assistance shall be in the form of a contribution toward the expense of said member's defense. The maximum amount of financial assistance given any member shall be as is set forth in the bylaws of the association. In no event does this section of the constitution permit the payment of any judgment found against any member of the association.

B: Trial of Members and Maintenance of Membership

Any member of the association who is accused of violating the terms of this constitution committing a breach of trust, acting in a manner detrimental to the welfare of the association, or committing any other official misconduct shall have the right to trial before the board of directors pursuant to the provisions therefor contained in Robert's Rules of Order. Any decision for removal or expulsion by the board of directors shall be by unanimous consent of all the directors. Any decision of the board of directors may be appealed to the general membership and a trial had thereon pursuant to provisions therefor contained in Robert's Rules of Order. Said special meeting to hear the appeal shall be upon written notice at least ten days prior to the time of the special meeting. Said notice shall be forwarded by the secretary of the association to each member in good standing at the time the charges are initially brought against the member accused. The vote required to remove or expel any member from the association by the general membership shall be a simple majority of these members present. The chairman shall be appointed by three individuals, one of whom is selected by the board of directors, one of whom is selected by the member accused, and the third of which is selected by the agreement of both the board and the accused member. The individual so selected to act as chairman of the special meeting need not be a member of LETOA. The only matter that shall come up before a special meeting that is called under this subsection shall be the trial of the accused.

Section III: Duties of the Membership

A: Dues

Each member shall remit to the treasurer the dues of the association as provided for in the bylaws of the LETOA to be considered a member in good standing.

B: Addresses

Each member shall furnish to the treasurer his/her current post office address.

Article Four: Board of Directors

Section I: Duties & Proceedings

A: Powers

The business and affairs of the association shall be managed by the board of directors for and in behalf of the general membership. The affairs and funds of the association shall be controlled and directed by the board of directors, and their actions with regard thereto shall be managed in a manner consistent with the constitution and bylaws. The relationship between the board of directors and the general membership shall be that of a fiduciary; and as such, the board of directors shall have the power to invest funds and expend funds. Any investment of funds shall be in accordance with Chapter 320 of the Wisconsin Statutes. The board of directors shall be empowered to employ, by annual retainer or otherwise, a lawyer to represent the interests of the association and to represent any member of the association pursuant to the terms and conditions of the constitution and bylaws of the LETOA. This provision shall not be construed as authorizing the board of directors to pay any judgment or damages against any member of the association. The board of directors is specifically prohibited from so doing.

The board of directors shall have the power to sit as a finder of fact for the association in any matter involving a member of the association accused of a violation of the constitution and bylaws, a breach of trust, or conduct detrimental to the welfare of the association. The board of directors shall have the authority to make and promulgate such rules and regulations as it may deem necessary in conducting the affairs of the association. All such rules and regulations shall be consistent with the provisions of this constitution and bylaws and may be overturned by the general membership at a regular or special meeting.

B: Meetings

A regular meeting of the board of directors shall be held without other notice than this provision of the constitution immediately after the annual election meeting of the general membership, and each adjourned session thereof, and each special meeting of the general membership. The place of all meetings of the board of directors shall be announced as provided for in the bylaws of the LETOA. Special meetings of the board of directors may be called by the president of the association at any time. The president of the association shall call a special meeting of the board of directors at any time that the president is so requested, in writing, by five members of the association.

The annual meeting of the association and the quarterly meetings of the executive board shall be held on dates determined by the board of directors; but as far as practical, the annual meeting shall be held in the month of September and the quarterly meetings held during the months of December, March, and June, whenever possible. Specifics as to the dates, times, and places of such meetings shall be announced in the LETOA Newsletter

C: Quorum

A simple majority of the board of directors shall constitute a quorum for the transaction of business at any meeting of the board of directors. A majority of the directors present at any meeting, though less than such a quorum, may adjourn the meeting from time to time, without further notice.

D: Conduct of Meetings

The president, and in his/her absence the vice president, shall call meetings of the board of directors to order and shall act as chairman of the meeting. The secretary of the association shall act as the secretary of all meetings of the board of directors; but in the absence of the secretary, the presiding officer may appoint any assistant secretary or any person present to act as secretary of the meeting.

E: Presumption of Assent

A director of the association who was present at a meeting of the board of directors of a committee thereof, of which he/she is a member, at which action on any association matter is taken, shall be presumed to have assented to the actions taken unless his/her dissent shall be entered in the minutes of the meeting or unless he/she shall file his/her written dissent to such action with the person acting as the secretary of the meeting before the adjournment thereof, or shall forward such dissent by registered mail to the secretary of the association immediately after the adjournment of the meeting. Such right to dissent shall not apply to a director who voted in favor of such action.

F: Unanimous Consent Without Meeting

Any action required or committed by the articles of incorporation, the constitution or bylaws of the association, or any provisions of the law, to be taken by the board of directors at a meeting or by resolution may be taken without a meeting if the consent, in writing, setting forth action so taken, shall be signed by all of the directors then in office.

G: Parliamentary Authority

The rules contained in Robert's Rules of Order shall govern the association in all cases in which they are applicable and in which they are not inconsistent with the constitution and the bylaws or the special rules of order of the association.

Section II: Officers

A: Number, Qualification, Election and Tenure

The principal officers of the association shall be president, the vice president, the secretary, the treasurer, the historian, five directors, and one ex officio member. Such other assistant officers as may be deemed necessary may be elected or appointed by the board of directors. The officers of the association shall be elected by the general membership at the annual meeting. Said meeting shall occur prior to the first day of October of each year. The president, vice president, and two directors will be elected for two-year terms on even-numbered years. The secretary, treasurer, historian and three directors will be elected for two-year terms on odd-numbered years. The president, vice president, secretary, treasurer, historian, and five directors may not serve more than two full consecutive terms in the same office. A full term is defined as someone elected to a position at the beginning of that positions term and the full two years are completed in that position. Appointments by the board of directors for mid-year vacancies shall not be counted as full or partial elected appointments. Such appointments shall be temporary and expire at the next general meeting irrespective of the expiration year of that position. The remaining full year, if any, shall be filled by election at the general membership meeting. An association member must serve a minimum of one term (two years) as a principal board of director prior to being elected to the position of president or vice-president.

The number of the directors of the association shall be eleven (11). The board of directors of the association shall consist of the president, vice president, secretary, treasurer, historian, five directors elected from the membership-at-large, and one non-elected ex officio member from the Department of Justice, Training and Standards Bureau.

A vacancy in any of the principal offices because of death, resignation, removal, disqualification, or otherwise shall be filled by the board of directors for that period of time until the subsequent annual meeting of the general membership.

PROCESS FOR ELECTIONS:

Unless moved and accepted by the membership at the annual meeting, the election of officers shall be as follows.

Nominations for each position shall be identified by the nominations committee. Additional nominations shall be accepted from the floor.

Election for positions shall start with the highest office up for election (President, vice-president, Secretary, Treasurer, Historian, then directors.) until the executive positions are complete. Directors' positions shall be elected as a single cast vote. The number of entries on a ballot shall equal the number of positions open and a ballot will not be valid unless all the entries are filled with different nominees. Only nominee's names are valid on the ballot. The directors' positions shall be filled by highest aggregate vote filling full terms prior to partial (if any).

B: Officers' Titles and Responsibilities

1: The President

The president shall be the principal executive officer of the association and, subject to the control of the board of directors, shall in general supervise and control all of the business and affairs of the association. He/she shall, when present, preside at all meetings of the general membership and the board of directors. He/she shall have authority, subject to such rules as may be prescribed by the board of directors, to appoint such agents and employees of the association as he/she shall deem necessary; to prescribe their powers, duties, and compensation; and to delegate authority to them. Such agents and employees shall hold office at the discretion of the president. He/she shall have the authority to sign, execute, and acknowledge, on behalf of the association, all legal documents and/or instruments necessary or proper to be executed in the course of the association's regular business or which shall have been authorized by resolution of the board of directors and/or general membership. In general, he/she shall perform all duties incident to the office of president and such other duties as may be prescribed by the board of directors and/or general membership from time to time.

Either the president or his/her appointee shall be the official representative of the LETOA. He/she shall preside over all meetings of the LETOA and shall act as chairman of its board of directors. He/she shall be an ex-officio member of all committees. In his/her official capacity, he/she shall sign as president all resolutions and orders drawn by the secretary. He/she shall, along with the treasurer, execute all checks or withdrawals of LETOA funds. He/she shall have the power to appoint all special committees and other officials not provided for in this constitution and bylaws.

2: The Vice President

In the absence of the president or in the event of his/her death, inability, or in the event for any reason it shall be impracticable for the president to act personally, the vice president shall perform the duties of the president; and when so acting, shall have all the powers and be subject to all the restrictions upon the president. The execution of any instrument of the association by the vice president shall be conclusive evidence, as to third parties, of his/her authority to act in the stead of the president.

3: The Secretary

The secretary shall keep the minutes of the meetings of the general membership and of the board of directors. He/she shall see that all notices are duly given in accordance with the provisions of this constitution and bylaws or as is required by law. He/she shall be the custodian of the association records and of the seal of the association and see that the seal of the association is affixed to all documents, the execution of which on behalf of the association he/she is duly authorized to place under its seal. He/she shall keep or arrange for keeping of a register of the post office address of each association member, which shall be furnished to the secretary by each member. He/she shall attest to acts of the association authorized by its general membership or board of directors by attesting thereto and placing his/her signature below that of the president on any document, which gives evidence thereof.

4: The Treasurer

The treasurer shall keep accurate accounts of all financial transactions of the association and shall draw all orders on the treasury for such sums as is authorized by the board of directors or general membership. He/she shall have the charge and custody of and be responsible for all the funds and securities of the association. He/she shall receive and give receipts for monies due and payable to the association from any source whatsoever and deposit all such monies in the name of the association in such banks, trust companies, or other depositories as shall be selected in accordance with the provisions of the association's constitution and bylaws. If required by the board of directors, the treasurer shall give a bond for the faithful discharge of his/her duties in such sum and with such surety or sureties so the board of directors may from time to time determine. At each regular general membership meeting, he/she shall furnish a financial report concerning the association's funds. He/she shall upon reasonable notice and at reasonable times make available the books, papers, and accounts of the association for examination by any member of the board of directors or the general membership. He/she shall in general perform all the duties incident to the office of the treasurer and have such other duties and exercise such authority as from time to time may be delegated or assigned to him/her by the president, the board of directors, or the general membership.

5: The Historian

The Historian will keep any documents that are of historical value or importance to the association. It is the responsibility of the historian to update LETOA members of any significant historical events (e.g. 25, 30..., year anniversaries) and to prepare a historian report for the quarterly newsletter.

6: Ex-Officio Board Member

The ex officio board member will be an employee of the Department of Justice, Training and Standards Bureau. The standing board will confirm his/her yearly appointment or reappointment at the September board meeting. The purpose of this position is to promote a liaison between this association and the Department of Justice, Training and Standards Bureau.

7: Directors

The remaining primary elected members of the Board of Directors shall be identified as "Directors." Directors shall assist the board by curriculum development for conferences, coordination of activities and any other duty, which is necessary to further the purpose of the organization.

8: Assistants and Acting Officers

The board of directors shall have the power to appoint any person to act as assistant to any officer, or as any agent for the association in his/her stead, or to perform the duties of such officer whenever for any reason it is impractical for such officer to act personally; and such assistant or acting officer or other agent so appointed by the board of directors shall have the power to perform all the duties of the office to which he/she is so appointed to be assistant or as to which he/she is so appointed to act.

9: Executive Director

The board of directors shall have the power to appoint an optional executive director to conduct day-to-day business of the association. If an executive director is appointed, the board shall develop a job description listing their duties, term of office, reimbursement and/or stipend processes. The optional executive director must be a LETOA member in good standing, who would serve at the pleasure of the board of directors. Any stipend, if one is paid, shall not exceed 50% of the membership dues revenue per year. Dues revenue will be based on the number of members who expire in a calendar year.

C: Officers to remain in good standing.

Members of the board of Directors shall assume their duties diligently and actively participate in meetings, conferences, committees and work groups to further the purpose of the association.

Assistants to the board, acting officers and other non-elected members or assistants to the Board of Directors shall serve at the pleasure of the board by majority consent.

Elected directors and officers who do not actively participate, as demonstrated by frequent unexcused absences, poor performance or activities which hinder the association's activities or activities which contrary to the philosophy of the association, may be removed from their position by unanimous consent of the remaining board of directors. Such a decision for removal by the Board of Directors may be appealed to the general membership and a trial had thereon pursuant to provisions therefor contained in Robert's Rules of Order. Such trial shall be heard at a special meeting of the membership and the secretary shall provide notice to the membership at least ten days prior to said meeting. A vote by the general membership for removal of such officer shall be by simple majority of those members present.

Article Five: Amendments

This constitution may be amended in the following manner:

A member offering an amendment shall present, in writing, a copy of the proposed amendment to the board of directors or a committee thereof, at least thirty (30) days prior to the next meeting of the general membership. If the board of directors approves the proposed amendment by a unanimous vote, it shall be presented to the general membership at a subsequent meeting after its presentation to the board. It shall require a simple majority vote of the members.

Article Six: Bylaws

1. The association will render to any member in good standing financial assistance as prescribed in Article Three, Section Two, of the LETOA Constitution, to a maximum amount of \$100.
2. Any member who is selected or volunteers to provide education or training for the membership will do so without being monetarily compensated.
3. At the completion of his/her final term of office, the outgoing president shall be awarded a plaque in recognition of the years of service provided as the chief officer of the association. The newly elected president shall present this award at the annual banquet.
4. Effective October 1, 2008, the dues of the association for regular members and charter members shall be forty dollars (\$40) for a term of two years. Bi-annual memberships expire on September 30th. New applications, including association members who let their membership lapse, will be assessed an application fee of \$10. Those membership applications shall expire on September 30th of the year after the second consecutive annual conference since the application for membership was received. The dues of the association for associate membership shall be thirty dollars (\$30) per year. In the event that the treasury of the association becomes depleted, funds to replenish it may be obtained by special assessment of the active membership--amount to be decided by the general membership.
5. Training Officer of the Year - Annual Award.
The standard association "Officer of the Year" plaque shall be awarded annually to a nominee selected by the designated Award Committee of the LETOA. The last recipient of the annual award shall present the award to the new designee at the annual banquet. The Awards Committee shall consist of the last award recipient and two members appointed by the president. The last recipient shall act as chairman of the committee. Nominations shall be submitted on the association's established nomination form and delivered to the Awards Committee prior to an announced deadline date. Candidate consideration shall be based on the below-listed criteria and selected by majority vote of the Awards Committee. Rank or position of the candidate shall be no barrier to selection. Candidate selection criteria considerations:
 1. Officially nominated by an active member.
 2. An active law enforcement training officer in Wisconsin.
 3. Considered worthy based on teaching assignments.
 4. Participation in classroom activity.
 5. Displayed constructive teaching innovation.
 6. Displayed creativity.
 7. Research and development of improved training standards.
 8. Dedication to philosophy of quality training.
 9. Effectiveness to accomplish a task.
 10. Ability to motivate others.
 11. Serve as an example of leadership in the field of law enforcement training.
 12. Contributions to law enforcement training made by candidate.
 13. Generate respect of his/her peers.
 14. Demonstrated ability to recognize the need for training improvements, when appropriate.
 15. Possess a broad knowledge of professional law enforcement training.

16. Previous receipt of this award shall be no barrier

*** Criteria changes shall have approval of the membership at an annual meeting.

Appendix

L.E.T.O.A. Web Policy

MISSION STATEMENT

The Law Enforcement Training Officers Association, Inc. supports the philosophy of linking to Law Enforcement Training web sites if benefits can be realized by L.E.T.O.A. Desired benefits include promotion of the Association, ease of distributing information about the organization and state Law Enforcement Training, and ease of providing customer service to our members and the Law Enforcement Community.

POLICY

- L.E.T.O.A. Inc. will decide if a Web Site link is permissible based on the mission of the company or organization sponsoring the site and the type of information contained on the Web Site. Examples of acceptable sites include:
 1. Not for profit sites distributing information relating to Law Enforcement Training in and around Wisconsin and neighboring states.
 2. Sites of partner vendors marketing or selling goods or services believed to be of interest to L.E.T.O.A. members. Partner vendors are those who the board has developed a business relationship with and subscribes to similar Law Enforcement Training philosophy.

Above are examples of acceptable sites and is not a totally inclusive list.

- L.E.T.O.A. Inc. will not link to any Web Sites promoting illegal or discriminatory activities, sites containing information violating any of the policies or mission of L.E.T.O.A. Inc. or sites that could damage the reputation of L.E.T.O.A.
- All link requests shall be reviewed and approved by the Board of Directors. L.E.T.O.A. reserves the right to deny any link requests based on but not limited to the aforementioned policy criteria.
- While L.E.T.O.A. will exercise diligence in monitoring of linked site, it will not accept nor maintain responsibility for the content of the third party sites.

Privacy Policy – L.E.T.O.A. does not collect personally identifiable information about individuals visiting the letoa.org website. All information that is collected for the use of site developer and the Board is only used to make improvements, additions and deletions to the site for the benefit of future visitors.

L.E.T.O.A. REGISTRATION POLICY

Registration Qualification:

Registration for L.E.T.O.A. Conferences is open to anyone who is eligible to be a regular member. If an associate member or someone who could qualify as an associate member wishes to register for a conference, consideration will be made on a case-by-case basis. Issues to consider are; if they work directly with law enforcement, they support the efforts of a department or member of L.E.T.O.A., or their attendance at the conference can be shown to have a positive impact on law enforcement or law enforcement training. The treasurer may give tentative approval for such registrations on an informal, consensus basis prior to a board meeting by contacting a majority of board members individually. The acceptance of the registration shall be brought before the board at its next meeting and officially approved. People registering for such conferences shall pay the entire conference registration fee but will not receive regular member benefits.

Fees:

Registrations shall be paid or postmarked prior to registration deadlines. The board may include late fees for registrations received after the due date. If late fees are going to be imposed, it shall be listed on the registration forms and conference notices. Attendees at L.E.T.O.A. conferences shall be included as members (after approval of the board) until the fall conference.

Reimbursements:

Reimbursement for cancellations shall be considered under the following guidelines.

1. A \$20.00 cancellation fee shall be deducted from the registration reimbursement if the registrant is not an active member of the organization. That person shall receive membership benefits for that year as if the cancellation did not occur. This will apply to all registrations at the fall conference.
2. If a registration is canceled prior to a set registration deadline, a full reimbursement may be made subject to #1 above.
3. No reimbursements shall be made for any no-shows or cancellations between the deadline and the opening of the conference unless a special request is made and there are special circumstances. Reimbursement in those cases shall only be made after approval from the board.

L.E.T.O.A. FALLEN OFFICER POLICY

The Law Enforcement Training Officers Association, Inc. understands that when tragedy strikes and a Wisconsin Law Enforcement Officer is killed in the line of duty, the effects are swift and devastating. In recognition of that fact, the General Membership in full session on September 17, 2004, unanimously directed the Board of Directors to create and administer the following policy.

1. Any LETOA Board of Directors member, upon learning that a Wisconsin Law Enforcement Officer has been killed in the line of duty, shall as soon as practically possible, notify the President of the tragedy. The President shall inform the remaining members of the Board.
2. The President, or his/her designee, shall gather the necessary information to determine the wishes of the family to determine how the fallen officer will be memorialized. The President shall have the discretion to make the final decision on behalf of the LETOA Board.
3. The President shall direct the Treasurer to disburse \$100.00 to the appropriate beneficiary.

L.E.T.O.A. SPONSOR IN-KIND POLICY

The LETOA Board of Directors has authorized the development of an In-kind sponsorship policy with local and state law enforcement and related groups. It is the policy of L.E.T.O.A. that we shall:

1. Offer website links and mutual marketing with non-profit entities such as (including but not limited to) Special Olympics, Wisconsin Law Enforcement Memorial and Wisconsin Law Enforcement Officers Association, etc. and other advocacy groups on a case-by-case basis.
2. The Board of Directors may waive normal vendor fees for Sponsors In-kind.
3. The President shall have the discretion to make the final decision on behalf of the LETOA Board.

