

08/23/2012

**LA PORTE CITIZEN POLICE
ACADEMY ALUMNI ASSOCIATION**

BYLAWS

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BYLAWS ARTICLE I

The name of this association shall be the La Porte Citizen Police Academy Alumni Association, hereinafter referred to as the Association.

The Executive Board may establish and maintain an address of record at a location to be selected by the Board and may change that location upon notice to members. The address of record is La Porte Citizen Police Academy Alumni Association, c/o La Porte Police Department, 3001 North 23 Street, La Porte Texas 77571.

ARTICLE II PURPOSE

The purposes for which the Association is formed are as follows:

- A. To bring together graduates of the La Porte Citizen Police Academy to enhance the relations between the community and the police force, and to assist all law enforcement agencies.
- B. To share the attitude, philosophy, and community mission of the La Porte Police Department with other citizens and to improve the efficiency of law enforcement in their neighborhoods through shared responsibilities and resources.

The Statement of Mission adopted June 14, 2010 is as follows:

The purpose of the La Porte Citizen Police Academy (CPA) is to familiarize private citizens with the nature of modern police work and to increase understanding between the police and the citizens through education. The ultimate goal of the CPA is the reduction of crime through a stronger citizen commitment to the police department and the community.

The Association is formed for charitable, scientific, literary or educational purposes within the meaning of Section 501(c) (3) of the Internal Revenue Service Code.

ARTICLE III MEMBERSHIP

1. Eligibility

Any person who is a graduate of the LPPD Citizens' Police Academy is eligible for membership. No person shall be denied membership in the Alumni Association because of race, religion, sex or ethnic background.

2. Classes of Membership

A. Associate Membership

Shall be available to any person currently enrolled in the LPPD Citizens' Police Academy. These members shall have all privileges except eligibility to hold office or vote. Upon graduating from the Academy, an Associate Member must pay dues to be granted Full Membership status.

B. Full Membership

Shall be available to any person who is a graduate of the LPPD Citizens' Police Academy upon payment of annual dues and completion of the membership application. Membership will be effective immediately upon payment of dues. Full Members will have all privileges of the Alumni Association, including voting rights, committee membership, and election to office. From here on noted as Member.

C. Sworn/Non-Sworn Member

Shall be available to any officer or current employee of the La Porte police department. These members shall have all privileges except eligibility to hold office or vote.

D. Honorary Member

A membership shall be open to any person nominated by the Executive Board and approved by a majority vote of the membership at a regular meeting. They are free to attend meeting, presentation and events. Honorary Members do not have voting privileges and may not be elected or appointed to an office.

No person shall be denied membership in this association because of race, religion, sex, disability, or ethnic background.

Membership applications shall be completed and kept on file.

3. Dues:

- A. Annual dues shall be \$24.00. These dues are subject to change by a majority vote of Active Members at a regular business meeting. For members who wish to pay their dues for two consecutive years in advance, dues shall be \$40.00 biannually and subject to change by a majority vote of Active Members at a regular business meeting.
- B. Dues for married couples will be \$40.00 annually and subject to change by a majority vote of Active Members at a regular business meeting.
- C. Dues are payable January 1 each year. Any Active Member whose dues are not paid by the February general meeting will lose their status of Active Member as defined in Article III.
- D. Members joining after the 15th of the month shall pay dues beginning the first day of the next month. Dues will be prorated through the end of the year. Said members are unable to vote until date dues become effective.

4. Disciplinary Action:

- A. Any officer or member may be removed from their elected position and or expelled from the Association for failing to perform the duties of their office or for illegal and/or immoral conduct (conduct that is considered to be damaging to the Association or the La Porte Police Department, as it may be interpreted as a reflection of our behavior as an association, and would be deemed in violation of Article II).
- B. A complaint against any member alleging misconduct, or any action which may bring discredit to the Association or La Porte Police Department which is received by any Association member or the Liaison may be forwarded to the Board of Directors for investigation.
- C. The Board of Directors shall suspend the accused member for a period of time not to exceed sixty (60) days. This will allow time for the Board of Directors to investigate the accusation.
 - i. The suspended member will surrender their volunteer badge, their LPCPAAA shirt, and any other equipment issued by the LPCPAAA or the LPPD to the Board of Directors or the LPPD Liaison Officer.
 - ii. A suspended member shall not represent themselves as a member of the alumni association.
- D. The Board of Directors shall notify the La Porte Chief of Police, or his designee, of the accusation of misconduct and member suspension.

- E. The Board of Directors and the La Porte Chief of Police, or his designee, may interview the complainant, witnesses and the accused member to obtain evidence. The Board of Directors and the La Porte Chief of Police shall consider all evidence in this matter. The accused may not attend the Board of Directors deliberations. The Board of Directors will make every effort to find the truth of the matter and render its decision in writing to the accused member within sixty (60) days of receiving the complaint.
- F. If a majority vote of the Board of Directors determines that the complaint is substantiated, it may impose sanctions upon the accused ranging from, but not limited to, censure to expulsion from the Association. The Board of Directors will not impose sanctions on a suspended member without first reviewing their decision with the La Porte Chief of Police, or his designee. Members of the Board of Directors will hold the identity of the accused and all findings confidential. The vote at the hearing will be considered final.

ARTICLE IV POLICIES

- A. Operational and charitable fund raising activities may be initiated by the members or by the Executive Board. Such activities must be approved by a majority vote of the Members present at a regular business meeting.
 - i. Executive Board will have the approval, (with 3 out of 5 Board members in agreement) of the membership to engage in time sensitive fund raising opportunities.
- B. No part of the net earnings of the Association shall inure to the benefit of or be distributed to its members, officers or other private persons, except that members or officers may be reimbursed for expenditures under the following conditions:
 - i. The Executive Board will have the approval, (with 3 out of 5 Board members in agreement) of the membership to make expenditures or reimbursements in the amount less than \$100.00 without the majority vote.
 - ii. Association expenditures or reimbursements in excess of \$100.00 will be approved by a majority vote of the members present at a regular or special Membership meeting. The Treasurer shall require invoices or receipts prior to reimbursement to any member or payment to any outside vendor.
- C. Financial records of the Association will be audited prior to February 1st of each year by an Audit Committee appointed by the Executive Board. This Audit Committee will consist of three (3) Members who are not on the Executive Board.
- D. Association expenditures will be made by check, signed by one of the two authorized officers. The President and the Treasurer shall be authorized to sign checks.
- E. The fiscal year shall be January 1 – December 31.
- F. The Association shall be governed by Robert's Rules of Order (latest revision) in all cases where advice on parliamentary procedure is needed, and when Robert's Rules of Order is not in conflict with these Bylaws.

- G. Members, who are not commissioned officers or employees of the La Porte Police Department, are not to represent themselves as such. Any action taken by a member, not under direct supervision of the La Porte Police Department will be construed as an unofficial act of the Association or any law enforcement agency. Members agree to indemnify, release and hold harmless The La Porte Police Department, The Association, its officers, and members for any results of any action taken on their own initiative. Members, representatives, and officers of the Association will conduct themselves in a manner which will not discredit this Association or the La Porte Police Department.
- H. The La Porte Alumni association, Executive board, La Porte Police Department, and the City of La Porte shall NOT be held accountable for any accidents, injuries, or losses.

ARTICLE V OFFICERS, DUTIES AND TERMS

The Officers of the Association, also referred to here within as The Executive Board, shall be: President, 1st Vice President, 2nd Vice President, Secretary, and Treasurer. No two offices shall be held by the same person.

All officers of the Association will be elected annually at the November membership meeting by a majority vote of the Members of the Association in attendance. Newly elected officers will begin their terms January 1st of each year. Any officer may serve any number of terms as long as he or she is a Member and elected annually. All executive board members are to serve as an advisor to the executive board for one year following their tenure of office. All Executive Board Members shall be current in dues to the Association.

- A. The President will:
- i. Be the chief Executive of the Association.
 - ii. Preside at all meetings, both Membership and Executive Board meetings.
 - iii. Have the power to convene special meetings of the Membership and the Executive Board.
 - iv. Have the power to appoint all committee chairs,
 - v. Have the power to appoint a member to fill any vacancy created on the Executive Board. Such appointment shall be for the balance of the current year.
 - vi. By virtue of this position, the president is an ex-officio member of all board committees where appointments by this position are made.
 - vii. Shall serve as a member of the Citizens on Patrol (COP's) program advisory board.
- B. The First Vice President will:
- i. Perform duties as prescribed by the President.
 - ii. Serve in the President's stead when necessary.
 - iii. Be responsible for ensuring any committee reports are filed and reported to the association upon request.
 - iv. Shall serve as a member of the Citizens on Patrol (COP's) program advisory board.

- v. Shall serve as the non-sworn delegate for Texas Region One or, appoint a temporary delegate in their absence.
- C. The Second Vice President will:
- i. Perform duties as prescribed by the President.
 - ii. Serve in the Vice President's stead when necessary.
 - iii. Be responsible for obtaining guest speakers/programs for the meetings as needed.
 - iv. Shall serve as a member of the Citizens on Patrol (COP's) program advisory board.
- D. The Secretary will:
- i. Be responsible for keeping and reporting the minutes of all general membership and Executive Board meetings, with reports being available at the next meeting.
 - ii. File all certificates or reports required by local, state or federal statutes and regional and state alumni associations.
 - iii. Submit to the membership as appropriate any communication addressed to the Office of Secretary, and to give and serve all notices to the members.
 - iv. Attend to all correspondence after approval of the Executive Board.
 - v. Submit the minutes of all membership and Executive Board meetings to the audit committee when requested.
- E. The Treasurer will:
- i. Have custody of all funds of the Association, maintaining such funds at a financial institution approved by the Executive Board.
 - ii. Keep accurate financial records of the Association, including bank statements, paid receipts, invoices, budgets, canceled checks, and a current list of Members.
 - iii. Make disbursements as authorized by the Executive Board and/or the general Membership. The treasurer will require invoices or receipts prior to reimbursement to any member or payment to any outside vendor.
 - iv. Make available a complete financial statement at all membership and Executive Board meetings and such other times as requested by the Executive Board or the Membership. This report shall contain the closing balance of the last report, all income and expenditures itemized, and a closing balance.
 - v. Submit financial records, and a copy of the annual budget to the audit committee when requested.
 - vi. Will be responsible for the end of year tax preparation and submission.
- F. Parliamentarian:
- The Parliamentarian shall advise the President, other officers, committee members and regular members on matters of parliamentary procedures. The parliamentarian's role during a meeting is purely an advisory and consultative one to ensure that Robert's Rules of Order are followed.
- The Parliamentarian:
- i. Dues shall be current.
 - ii. Will be appointed by the President.
 - iii. Has no voting right except those afforded a Member.
 - iv. Shall attend the Executive Board Meetings.

ARTICLE VI COMMITTEES

Committees

Each committee Chairperson shall attend, send a committee delegate or report to a member of the Executive Board before the Executive Board meetings. Each committee shall make no binding policy or agreements without approval of the Executive Board.

- A. Chairman - One member of each committee shall be appointed chairman by the President. The chairman shall govern all meetings of the committee.
- B. Vacancies - Vacancies in the membership of any committee may be filled by appointment by the President.
- C. Quorum - Unless otherwise provided in the appointment of a committee, a majority of the whole committee shall constitute a quorum and any action decided by a majority of the quorum, shall be the decision of the committee.
- D. Rules -Each committee may adopt rules for its own operation consistent with these bylaws

ARTICLE VII VOTING

- A. Every Member present will have one vote in matters before the Membership.
- B. Each Officer will have one vote.
- C. There will be no proxy votes.
- D. There will be no absentee voting.
- E. There will be no electronic voting.

ARTICLE VIII MEMBERSHIP MEETINGS

- A. Meetings will occur at least nine (9) times a fiscal year. Preference is that they are held once a month. Regular scheduled meetings will be held on the first Thursday of each month.
- B. Special meetings to be announced during regular scheduled business meetings.
 - i. All association members that are not present at the regular scheduled business meeting shall be contacted by telephone and E-Mail to notify them of the special meeting agenda, date and time.
 - ii. All special business meetings shall not be scheduled without one week prior notice to the association members.
- C. The number of Active Members present will represent a quorum necessary to conduct the business of the Association.
- D. Nominations of Officers will be held in October each year. Nominations from the floor and election will be held in November each year.

**ARTICLE IX
LIAISON**

The La Porte Citizen Police Academy Program Coordinator shall act as a liaison between the Association and the La Porte Police Department, reporting activities and progress to interested parties within La Porte Police Department and providing assistance (suggesting speakers and contacts etc.) to the Association. The Liaison is invited to attend all meetings and serve on any committee. The person who fills this position will be appointed by the La Porte Police Department Chief of Police or his designee.

**ARTICLE X
AMENDMENTS**

These Bylaws shall be reviewed annually within the first quarter of the fiscal year. These bylaws may be amended twice a year, provided that the amendments have been submitted in writing at the previous membership meeting and then email/delivered to all Members before the amended can be voted on, at the next membership meeting. The adoption of any amendment(s) will require a two thirds affirmative vote of the Members present at a regular membership meeting. Any amendment(s) that pass will become part of the bylaws at that time.

**ARTICLE XI
DISSOLUTION**

In the event the La Porte Citizen Police Academy Alumni Association is dissolved or loses its charter from the State of Texas, all funds remaining after debts are paid shall be transferred to the La Porte Police Department Discretionary Fund.

Adopted June 14, 2010

Chris Casby
President

9/6/12
Date

Cheryl Hain
Secretary

9-6-12
Date

The above Bylaws being duly amended by a 2/3 majority vote of the quorum of the delegates present at a meeting duly called and held on

September 1, 2011
October 6, 2011