

BYLAWS OF THE EULESS CITIZENS POLICE ACADEMY ALUMNI ASSOCIATION

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Revised July 27, 1998
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Fourth Revision January 1, 2007
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ARTICLE 1 – NAME

1.01 Name

The name of this nonprofit organization shall be the Eulesse Citizens Police Academy Alumni Association. The Eulesse Citizens Police Academy Alumni Association is also known as the ECPAAA.

ARTICLE 2 - PURPOSE AND MISSION

2.01 Principle Office

The principle office of the ECPAAA, shall be located in the City of Eulesse, County of Tarrant, State of Texas. The Association may have such other offices, either in or outside the State of Texas, as the Executive Board may determine or as the affairs of this Association may require.

2.02 Mission

To provide the citizens of Eulesse a better understanding of the dedication and integrity of the police department.

2.03 Purpose

The purpose for which this non-profit Association was formed, is to bring together graduates of the Eulesse Citizens Police Academy, to improve relations between the police department and the civilian community in all phases of law enforcement activities, and to further the goals and objectives of the Eulesse Police Department.

This organization is organized exclusively for charitable, religious, educational, or scientific purposes within the meaning of section 501(c)3 of the Internal Revenue Code.

No part of the net earnings of the organizations shall inure to the benefit of, or be distributed to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of these purposes.

ARTICLE 3 - MEMBERS

3.01 Classes of Members

This Association shall have two classes of members, Regular and Honorary. The designation of such classes and the qualifications of such member shall be as follows:

2.01.01 Regular Members - Regular Members shall be graduates of the Euless Citizens Police Academy who have applied and been accepted for membership and are in good standing. (refer to 2.04)

2.01.02 Honorary Members - Any person nominated by the Executive Board and approved by majority vote of the Regular Members present at a general meeting. Persons may be considered for Honorary Membership on the basis of outstanding community service or other special consideration by this Association. Honorary members do not pay dues and are non voting members.

3.02 Conduct of Members

No member shall promote or represent themselves on behalf of this Association for personal, political, or financial gain. Inappropriate behavior toward officers and citizens will not be tolerated and may result in termination of membership.

3.03 Non-Intervention Policy and Campaigning

The ECPAAA is a “Non-Intervention Association.” Members of the ECPAAA who are not commissioned peace officers of any law enforcement agency, shall not represent themselves as such (unless coincidental). The policy of the ECPAAA regarding any law enforcement activity is to observe and report any offense to the appropriate law enforcement agency with jurisdiction over the offense. Any action taken by a member shall be construed as an unofficial act of the ECPAAA or any law enforcement agency. Each member by completing their membership application, agrees to indemnify, release and hold harmless the ECPAAA, its elected or appointed officials, the Executive Board, officers, or members of the ECPAAA for any results of any action taken on their own initiative.

No substantial part of the activities of the organization shall be carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these Bylaws, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from Federal income tax under section 501(c)3 of the Internal Revenue Code, or corresponding section of any future Federal tax code or (b) by an organization, contributions to which are deductible under section 170(c)2 of the Internal Revenue Code, or corresponding section of any future Federal tax code.

3.04 Eligibility

Regular members shall be graduates of the Euless Citizen Police Academy, who live or work in the City of Euless at the time of application for membership, and in good standing without regard to age, creed, race, religion, or sex.

3.05 Members in Good Standing

In order for members to be in good standing they must:

1. have their dues paid for the current year
2. no criminal charges pending

3.06 Voting Rights

Each Regular Member shall be entitled to one vote on each matter submitted to a vote of the members. Member must be present to vote and in good standing.

3.07 Termination of Membership

Membership may be terminated for just cause after a hearing before the Executive Board, and a majority vote by the Board. Just cause is defined as any violation of the ECPAAA Bylaws. Upon recommendation of the Euless Police Department, the President may terminate membership immediately without the vote of the Board.

3.08 Resignation of Membership

Any member may resign by filing a written resignation with the Secretary.

3.09 Property

Upon the resignation or termination of any member, all property belonging to ECPAAA or the Euless Police Department, including name badge, shall be returned.

3.10 Reinstatement

A former member who has resigned may apply for reinstatement by submitting a written request with the Secretary. The Executive Board, by majority vote, may reinstate such former member.

3.11 Transfer of Membership

Membership in this Association is not transferable or assignable.

3.12 Appeals

Any member who wishes to appeal a decision of the Executive Board may do so before the general membership by submitting a written request to the Secretary. Such appeals shall be presented to the Regular Members at the next general meeting. Appeals will be decided by a majority vote of the members present. (refer to article 3.04)

Any former member may appeal their revoked membership to the general membership by submitting a written request to the Secretary. This request will be submitted at the next regularly scheduled general meeting. After discussion before the Regular Members, such matter shall be resolved by majority vote of Regular Members present. (refer to article 4.04)

ARTICLE 4 - MEETINGS OF MEMBERS

4.01 General Meeting

General meetings shall normally be held on the third Tuesday of each month at a time and place set by the President or Acting President. All members shall be notified of any change in meeting time and location.

4.02 Special Meetings

Special Meetings of members may be called by the President or Acting President. Members shall be notified no less than 48 hours in advance of a special meeting.

4.03 Place of Meeting

General and special meetings shall be held at a place designated by the President or Acting President.

4.04 Quorum

The presence of not less than 20 percent of the Regular Members in good standing shall constitute a quorum and shall be necessary to conduct the business of this Association when a vote is required. The Parliamentarian is responsible for determining the amount of members for a Quorum.

4.05 Procedure

This Association shall be governed by common accord. All disputes shall be handled in accordance with Robert's Rules of Order unless inconsistent with these Bylaws.

4.06 Motions

All motions to commit this Association on any matter shall be normally considered first by the Executive Board. Any motions to commit the association on any matter that are proposed at a general meeting shall be referred to the Executive Board for evaluation and approval before being considered for a vote by the membership.

ARTICLE 5 - EXECUTIVE BOARD

5.01 Purpose

The Executive Board shall manage all affairs of the ECPAAA.

5.02 Officers and Terms

The Executive Board shall be the elected officers from the general membership of the Association (refer to Article 6). The term of office shall be for one (1) year. No officer may serve more than two (2) consecutive terms unless the office is uncontested in a general election, at which time the Executive Board may **approve additional terms**.

5.03 Quorum

A quorum shall consist of a majority of the Executive Board.

5.04 Past President

The immediate past president shall be an ex-officio member of the Executive Board and shall not have board voting privileges.

5.05 Special Meeting

Special Meetings of Executive Board members may be called by the President or any board member. Members shall be notified no less than 24 hours in advance of a special meeting unless every member of the board verbally (or through e-mail) consents to a meeting within a shorter period of time. A quorum of the Executive Board must be present to conduct a special meeting.

ARTICLE 6 - OFFICERS AND DUTIES

6.01 Officers

The officers of this Association shall be a President, First Vice President, Second Vice President, a Secretary, and a Treasurer. No two offices may be held at the same time by the same person. Each board member shall be a member in good standing (Refer to 3.05) throughout the term of office.

6.02 Election of Officers

The President shall appoint a nominating committee of three or more Regular Members. This committee shall prepare a recommended slate of officers from Regular Members willing to serve, and present the slate to the members at the general October meeting. Additional nominations may be made from the floor at the general October meeting. Advanced notice of the elections shall be given in the October newsletter.

Voting shall be done in person at the general November meeting. A formal notice shall be given to all members as to the time and place of the meeting in the November newsletter. A list of candidates prepared by the nominating committee shall also accompany this announcement. Additional nominations may be made from the floor at the general November meeting before voting is conducted. The person that is nominated shall be present at the meeting in order to be considered as a candidate. After voting is concluded all ballots shall be tallied by the nominating committee and the results announced before the meeting is adjourned. These results will also be published in the December newsletter.

An absentee ballot shall be accepted by the nominating committee for members who are unable to attend the general November meeting due to:

1. prior commitments
2. sickness
3. family emergency

This ballot shall be signed by the member and must be received by the general November meeting.

6.03 Vacancies

If a vacancy in any position of the Executive Board occurs, the Executive Board will by majority vote, appoint a Regular Member to fill the position for the un-expired portion of the term.

6.04 Resignation

Resignation of any individual from office shall be submitted in writing to the Executive Board.

6.05 Termination of an Executive Board Member

The term of an Executive Board Member may be terminated for just cause after a hearing before the remainder of the Executive Board, and a majority vote by the Board. Just cause is defined as any violation of the ECPAAA Bylaws.

6.06 Appeals of an Executive Board Member

Any former board member may appeal the revocation of their term to the general membership by submitting a written request to the Secretary or Acting Secretary. This request will be submitted at the next regularly scheduled general meeting. After discussion before the Regular Members, such matter shall be resolved by majority vote of Regular Members present. (refer to article 4.04)

6.07 President

The President shall be the principle executive officer of the Association and shall in general supervise and control all the business and affairs of this Association. The President shall preside at all meetings of the members and of the Executive Board. The President shall sign with the Treasurer or First Vice President necessary documents. In general, The President shall perform all duties incident to the office of the President and such other duties as may be prescribed by the Executive Board or a majority vote of the Regular Members. The President shall be empowered to vote on all matters of the Executive Board.

6.08 Vice President

In the absence of the President or in the inability or refusal to act, the First Vice President shall perform the duties of the President, and when so acting shall have all the powers and shall be subject to all the restrictions upon the President, becoming the Acting President. The First Vice President shall perform such duties as may be assigned to them by the President, the Executive Board, or a majority vote of the Regular Members. The First Vice President shall be empowered to vote on all matters of the Executive Board.

6.09 Second Vice President

In the absence of the First Vice President or in the inability or refusal to act, the Second Vice President shall perform the duties of the First Vice President, and when so acting shall have all the powers and shall be subject to all the restrictions upon the First Vice President. The Second Vice President will be responsible for obtaining guest speakers for the general meetings and including a bio of the speaker for the newsletter. The Second Vice President shall perform such duties as may be assigned to them by the President, the Executive Board, or a majority vote of the Regular Members. The Second Vice President shall be empowered to vote on all matters of the Executive Board.

6.10 Secretary

The Secretary shall keep the minutes of general meetings of the members and meetings of the Executive Board; give all notices in accordance with the provisions of these bylaws or as required by law, keep a register of the postal address of each member; and, in general, perform all duties as may be assigned to them by the President, the Executive Board, or a majority vote of the Regular Members. The Secretary shall also be responsible for providing a copy of the minutes from the general meetings to the Regular Members. In the absence of the Secretary, the President shall assign a member to assume such duties, with the approval of the Executive Board. The Secretary shall be empowered to vote on all matters of the Executive Board.

6.11 Treasurer

The Treasurer shall have charge/custody of and be responsible for all funds and securities of this Association; receive and give receipts for all monies due and payable to this Association from any source, and deposit all monies in the name of this Association in such depositories as shall be selected in accordance with the provisions of these bylaws, and in general perform all the duties enacted to the office of Treasurer and such other duties as may be assigned to them by the President, the Executive Board, or a majority vote of the Regular Members. The Treasurer shall also be responsible for providing a monthly report to the Regular Members of the past months financial activities. The Treasurer shall be empowered to vote on all matters of the Executive Board.

6.12 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 and to ensure that Robert's Rules of Order are adhered to. The Parliamentarian will be appointed by the President and has no voting rights except those afforded a Regular Member and shall attend the Executive Board Meetings.

ARTICLE 7 - COMMITTEES

7.01 Committees

Each newly elected President shall reappoint or appoint new committee members to each of the current standing committees, with the approval of the Executive Board. These appointments shall take place at the general meeting in February.

The President shall be an ex-officio (non-voting) member of each committee. Each committee Chairperson shall report to the Executive Board and attend the Executive Board meetings, or report to a designated person from the Executive Board. Each committee shall make no binding policy or agreements without approval of the Executive Board.

7.02 Terms of Committees

Each committee will continue from date of appointment for a term specified by the President or until the end of the Presidents term.

7.03 Chairman

One member of each committee shall be appointed chairman by the President. The chairman shall govern all meetings of the committee.

7.04 Vacancies

Vacancies in the membership of any committee may be filled by appointment by the President.

7.05 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.

7.06 Rules

Each committee may adopt rules for its own operation consistent with these bylaws

7.07 Regional Liaison

The Regional Liaison shall be appointed by the Executive Board and will attend the regional meetings and update the Executive Board and General Membership on regional issues.

ARTICLE 8 - CHECKS, DEPOSITS AND FUNDS

8.01 Checks and Drafts

All checks, drafts, or orders for payment of money, notes, or other evidences of indebtedness issued in excess of \$250 in the name of this association shall be signed by two of the following officers: Treasurer, President, or the First Vice President. Any check issued to a board member shall not be signed by that board member. No check shall be issued until an Expense Authorization Voucher has been completed and submitted to the Treasure.

8.02 Deposits

All funds of this Association shall be deposited promptly to the credit of this Association in such banks, trust companies, or other depositories as the Executive Board may select.

8.03 Donations

The Executive Board may accept, on behalf of this Association, any contribution or gift deemed appropriate and useful.

ARTICLE 9 - BOOKS AND RECORDS

9.01 Books and Records

This Association shall keep correct and complete books and records of accounts and shall also keep minutes of the general meetings and Executive Board meetings. A record giving names and addresses of all members entitled to vote shall be kept at the registered or principal office of this Association. All books and records of this Association may be inspected by the Regular Members upon written request to the President. Such request shall be honored on or before 15 business days for examination by the member who made the request.

9.02 Annual Review

The financial records of this association shall be reviewed annually by a committee of members appointed by the president on or before the December general meeting. Committee members will review the books before January 31. After which, the records shall be gathered and presented to a Certified Public Accountant no later than February 15 and returned to us by April 30.

ARTICLE 10 - FISCAL YEAR

10.01 Fiscal Year

The fiscal year of this Association shall begin on the first day of January and end on the last day of December in each year.

ARTICLE 11 - DUES

11.01 Annual Dues

The Executive Board determines, with approval of two-thirds of a quorum of Regular Members present at a general meeting, the amount of annual dues payable to this Association by Regular Members.

11.02 Payment of Dues

Regular Member dues are due and payable by the first general meeting in January each year. Dues of any new member graduating mid-year shall be 50% of annual dues and any new member graduating from the fall class shall have their dues carried over to the next year.

11.03 Default and Termination of Membership

When any member shall be in default in the payment of dues for a period of two months from the beginning of the annual year or such period for which such dues become payable, their membership may be considered for termination by the Executive Board. A former member, currently in good standing with both the Association and the Euless Police Department, who has not paid their dues by the time specified shall be reinstated upon payment of current dues.

ARTICLE 12 - AMENDMENTS TO BYLAWS

12.01 Amendments to Bylaws

These bylaws may be altered, amended or repealed. When there is a need for the bylaws to be altered, amended, or repealed, a Bylaw Committee shall be appointed by the President to make the suggested changes. The Bylaw Committee will then present the proposed changes to the Executive Board before presenting the proposed changes to the General Membership at the next general meeting.

New bylaws may be adopted by a two-thirds majority of the Regular Members present at the general meeting during which the proposed changes are presented. At least two (2) weeks notice, in writing, shall be given to all Regular Members of an intention to alter, amend or repeal these bylaws.

ARTICLE 13 - DISSOLUTION

13.01 Dissolution

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purpose within the meaning of section 501(c)3 of the Internal Revenue Code, or corresponding section of any future Federal tax code, or shall be distributed to the federal government, or to a state or local government, for public purpose. Any such assets not so disposed of shall be disposed exclusively for such purposes or to such organization or organizations which are organized exclusively for 501(c)3 purposes.

Yellow changes are per 501c3 rules

Red changes are made by committee