

ARLINGTON CITIZEN POLICE ACADEMY ALUMNI ASSOCIATION

BYLAWS

ARTICLE 1 – OFFICE

1.1 Principle Office (Rev. 9/2014)

The principle office of the Arlington Citizen Police Academy Alumni Association, hereafter referred to as “ACPAAA” or “association”, shall be located in the City of Arlington, County of Tarrant, and State of Texas. The association may have such other offices, either within or outside the State of Texas, as the Executive Board may determine or as the affairs of this association may require.

1.2 Purpose (Rev. 9/2014)

The purpose of this not-for-profit association is to bring together graduates of the Arlington Citizen Police Academy, to improve relations between the police department and the civilian community in all phases of law enforcement activities, and to further the aims of the Arlington Police Department. The Executive Board shall manage the affairs of the ACPAAA.

The ACPAAA 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 this organization shall inure to the benefit of or be distributed to its members, trustees, officers, or other private persons, except that this organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distribution in furtherance of these purposes.

No substantial part of the activities of the ACPAAA shall be carrying on of propaganda or otherwise attempting to influence legislation and the ACPAAA 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 ACPAAA 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 coder, or 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.

To maximize our impact on current efforts, we may seek to collaborate with other non-profit organization which fall under the 501 (c)(3) section of the Internal Revenue Code and are operated exclusively for educational and charitable purposes. At times, per the discretion of the Board of Directors, we may provide volunteer opportunities which shall provide opportunities for involvement in said activities and programs in order to have a greater impact for change.

ARTICLE 2 – MEMBERS AND CONDUCT

2.1 Eligibility

Regular members shall be graduates of the Arlington Citizen Police Academy who live or work in the City of Arlington at the time of application and are in good standing with the Arlington Police Department. Applicants will not be discriminated against regarding age, sex, creed, religion, or race. They shall submit the proper documentation required by the Arlington Police Department upon request.

2.2 Members’ Classes (Rev. 9/2014)

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

Regular Members – Regular Members shall be graduates of the Arlington Citizen Police Academy who have applied for membership and paid their annual dues.

Honorary Members - Honorary Members shall be 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 a lifetime honorary membership on the basis of outstanding community service or other special consideration by this association. Honorary members are outstanding citizens who assist the association but have not attended the classes. These members cannot hold office and do not hold the privilege of voting. However, they may attend the general meetings and voice their concerns and/or opinions. Honorary members are listed in the alumni directory.

2.3 Members' Code of Conduct

No member shall promote or represent himself or herself on behalf of this association or the Arlington Police Department for personal, political, or financial gain.

Members will:

1. Respect each person.
2. Share responsibilities.
3. Listen courteously.
4. Criticize ideas only, not people.
5. Keep an open mind.
6. Mute all electronic devices. **(Rev. 9/2014)**
7. Always work as a team.

The Executive Board will determine if a violation has occurred and handle such violation based on other Articles/Sections of these bylaws. Such violation will be handled in accordance with, but not limited to a verbal warning by the Presiding President, written warning by the President and Executive Board, enforcement of Article 2.6 Termination of Membership. Under the direction of the Executive Board, the Sergeant at Arms shall maintain order and decorum among the members and all persons present at meetings and/or events and may even expel persons from the meeting and/or event. If for any reason a member refuses to leave said meeting and/or event, the Executive Board may contact a police supervisor of the Arlington Police Department, explain the reason for the removal and ask that said member be removed and criminally trespassed. Said member's conduct and membership will be reviewed by the Executive Board and acted upon according to these bylaws.

2.4 Executive Board Members' Code of Conduct

The Executive Board commits itself and its members to ethical, businesslike, and lawful conduct, including proper use of authority and appropriate behavior when acting as board members.

1. Executive Board members must have loyalty to the membership as a whole.
2. Executive Board members must avoid conflict of interest.
3. There shall be no self nor business promotion by an Executive Board member and the association.
4. When the Executive Board is to decide upon an issue about which a member has an unavoidable conflict of interest, that member shall withdraw himself or herself from the deliberation and the vote. Said member is expected to remain quiet and if this is not done, then the Sergeant at Arms will remove the person from the room. **(Rev. 9/2014)**
5. Executive Board members must not use their position to obtain employment for themselves, family members, or close associates.
6. Executive Board members will respect the confidentiality appropriate on issues of a sensitive nature.

2.5 Voting (Rev. 9/2014)

Each member in good standing shall be entitled to one vote on each matter submitted to a vote of all regular members.

2.6 Termination of Membership (Rev. 9/2014)

Violation of all or any part of the code of conduct may be just cause for a hearing by the Executive Board. The Executive Board, after an appropriate hearing, discussion, and affirmative vote by two-thirds (2/3rds) of the members in attendance, may counsel, suspend, or terminate a regular or honorary member for just cause. A letter will be sent to the Arlington Police Department regarding the Executive Board's decision. Upon recommendation from the Arlington Police Department, the Executive Board will terminate a member immediately. In the event a member is removed by the Arlington Police Department for any reason, said member will not be eligible to appeal the decision and will not be allowed to return to the ACPAAA at any time.

2.7 Resignation (Rev. 9/2014)

A member may resign by filing a written resignation with the Secretary of the association. A member has sixty (60) days to retract their resignation in writing to the Secretary and may be accepted back as a member with a new background check and any other requirements of the Arlington Police Department and the approval of a majority vote by the Executive Board.

2.8 Property (Rev. 9/2014)

Upon termination or resignation of membership, the member shall return all property belonging to the ACPAAA or the Arlington Police Department to any Executive Board member or the Secretary of the Arlington Police Department Crime Support Bureau, Crime Prevention Unit, within twenty-four (24) hours of said termination or resignation. Any security badge or pass key must be turned over immediately upon said termination or resignation.

2.8.1 Storeroom Keys (Rev. 9/2014)

The five (5) numbered keys to the ACPAAA storeroom shall be turned over to the Presiding President for log-in on or before December 31st of each year and turned over to the new President on or before January 1 of the following year for log-out to Executive Board members and Arlington Police Department personnel.

2.8.2 Post Office Box Keys

The two (2) keys to the ACPAAA post office box shall be transferred from the Presiding President to the new President and Treasurer prior to January 1.

2.8.3 Pass Key (Rev. 9/2014)

The coded passkey assigned to the Presiding President shall be transferred to the new President in the presence of the Quartermaster and with the approval of the Arlington Police Department by the first Executive Board meeting of the new year.

2.8.4 Locker Closet Keys

The four (4) keys to the ACPAAA locker closet shall be transferred from the presiding President to the new President prior to January 1.

2.9 Reinstatement (Rev. 9/2014)

A written request signed by the former member, proper documentation and payment of dues must be filed with the Association's Secretary. A reinstatement may occur following the completion of a thorough background check by the Arlington Police Department and the discussion and affirmative vote from two-thirds (2/3rds) of the Executive Board members in attendance. Said reinstatement may be from termination or resignation or both and subsequent to any other related Articles/Sections of these bylaws.

2.10 Transfer of Membership

Membership in this association is not transferable or assignable.

2.11 Appeals (Rev. 9/2014)

Any current member may present an appeal to a decision of the Executive Board before the general membership by submitting a request to the Association's Secretary for consideration. Such appeal shall be presented to the regular members at the next General Meeting. Any former member may appeal their revoked membership to the general membership by submitting a request to the Association's Secretary. After discussion before the members in good standing at a general meeting, such matter shall be resolved by a written ballot from a quorum of the members in good standing present at said meeting.

See additional Articles/Sections regarding termination and/or resignation of membership.

ARTICLE 3 – MEETINGS OF MEMBERS

3.1 Executive Board Meetings (Rev. 9/2014)

The January Executive Board meeting shall be a joint meeting of outgoing and incoming Executive Board members. Executive Board meeting shall normally be held on the first Thursday of each month at a time and place set by the President. All Executive Board members shall be notified of any change in meeting time and/or location. See associated Policies and Procedures for additional information.

3.2 General Meetings

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

3.3 Special Meetings

The President or the Secretary of this association may call special meetings of members or of the Executive Board. Members shall be notified no less than forty-eight (48) hours in advance of a special meeting. No mandatory meeting of Executive Board members can be held unless all Executive Board members are properly notified.

3.4 Place of Meetings

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

3.5 Quorum (Rev. 9/2014)

The presence of not less than fifteen percent (15%) of the members in good standing shall constitute a quorum and shall be necessary to conduct the business of this association when requiring a vote.

3.6 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.

3.7 Resolutions

All motions to commit this association on any matter shall normally be considered first by the Executive Board. Any motion offered at a general meeting will be referred to the Executive Board for evaluation and action as appropriate. Members should submit proposed resolutions to any Executive Board member prior to the Executive Board meeting.

ARTICLE 4 – EXECUTIVE BOARD

4.0 Elections of Officers and Directors (Rev. 9/2014)

Not later than the general meeting in October of the current year, the President shall appoint a Nominating Committee of three (3) or more regular members, none of whom can be on the ballot or current Executive Board members. This committee shall prepare a recommended slate of officers and five (5) Executive Directors from regular members willing to serve and present the slate to the members at the November general meeting. After presentation of the slate of officers by the Nominating Committee, the meeting will be opened to additional nominations from the floor. Each office will be addressed individually to ensure full opportunity is afforded for additional nominations.

Based on the full slate of officers as established in the preceding paragraph, a printed ballot shall be mailed, either by electronic mail or USPS mail, to all regular members of this association no later than November 20th of the current year. Ballots must be returned to the chairperson of the Nominating Committee, by mail only, postmarked no later than December 3rd of the current year. The Nominating Committee shall tabulate the votes on the evening of the December General Meeting. Elected officers will assume their respective duties on the following January 1st. All ballots postmarked after December 3rd will remain unopened and retained, with all returned ballots, as a matter of record for one (1) year.

4.1 Executive Board

The Executive Board shall manage the affairs of the Arlington Citizen Police Academy Alumni Association. No compensation of any sort shall be paid to or accepted by any member of said Executive Board for any reason.

4.2 Officers and Terms (Rev. 9/2014)

The Executive Board shall consist of nine (9) elected officers.

The officers of this association shall be a President, Vice President, Secretary, Treasurer and five (5) at-large officers herein known as Directors.

No two (2) immediate or family members shall be officers during the same year.

No two (2) offices may be held at the same time by the same person except in special circumstances addressed by the President and approved by the Executive Board.

The term of office for the officers shall be for one (1) year. No officer may serve more than two (2) consecutive terms in the same office unless the said office is uncontested in a general election, at which time the Executive Board may approve one (1) additional term.

4.3 Quorum

A quorum shall consist of five (5) or more members of the Executive Board.

4.4 Vacancies

A vacancy in any position of the Executive Board because of death, resignation, disqualification or otherwise, may be filled by the Executive Board for the unexpired portion of the term. Resignation of any individual from office will be submitted in writing to the Association's Secretary.

4.5 Duties and Responsibilities (Rev. 9/2014)

4.5.1 President

The President shall:

1. Be the principal officer of the Arlington Citizen Police Academy Alumni Association.
2. Preside at all meetings of the Executive Board.
3. Co-sign checks, promissory notes and contracts as specified in Article 6, Section 6.1 Checks and Drafts.
4. Appoint standing and special committee chairpersons and members thereof as the need(s) arise.
(Rev. 9/2014)
5. Be an ex-officio member of each committee except the Nominating Committee.
6. The President shall be empowered to vote on all matters of the Executive Board.
7. The President may appoint a member in good standing to the Executive Board when a vacancy occurs by either termination or resignation. Such appointee must be approved by a majority vote of the Executive Board. **(Rev. 9/2014)**

4.5.2 Vice President

The Vice President shall:

1. Assume such duties as may be assigned by the President or the Executive Board.
2. In the absence of the President, preside at all Executive Board meetings.
3. Co-sign checks, promissory notes and contracts as specified in Article 6, Section 6.1 Checks and Drafts.
4. In the absence of the President, create special committees and appoint chairpersons and members thereof, as the need(s) arise, and/or fill vacancies on standing committees.
5. Be empowered to vote on all matters of the Executive Board.

4.5.3 Secretary

The Secretary shall:

1. Keep the minutes of general meetings of the members and of the Executive Board.
2. Give all notices in accordance with the provisions of these bylaws or as required by law.
3. Keep a register of the postal address of each member in good standing. **(Rev. 9/2014)**
4. In general, perform all duties as may be assigned to him/her by the President or by the Executive Board.
5. In the event of his or her absence, the President shall assign a member in good standing to assume said duties.
6. Co-sign checks, promissory notes and contracts as specified in Article 6, Section 6.1 Checks and Drafts.

4.5.4 Treasurer

The Treasurer shall:

1. Be custodian of all funds and securities of this association.
2. Receive and give receipts for monies due and payable to this association from any source.
3. Make a financial report at each meeting of the Executive Board and general membership.
4. Co-sign checks, promissory notes and contracts as specified in Article 6, Section 6.1 Checks and Drafts.
5. Count cash received, twice (2 times) with the total initialed by two (2) members.
6. Use funds only for the purpose intended as related to those who provided the funds.
7. Verify all invoices. **(Rev. 9/2014)**
8. Not accept handwritten support documents from the person being reimbursed. Only reimburse by check for the amount shown from actual/original receipts. All approved requests must have the invoice prior to the check being written, followed by the actual receipt(s) and/or invoice(s).
9. Not issue a check over one-hundred dollars (\$100.00) without prior approval of the Executive Board. All expenditures over one-hundred dollars (\$100.00) need approval of the Executive Board initially and upon Executive Board approval, be presented to the membership to vote approval or disapproval. **(Rev. 9/2014)**
10. Deposit all monies in the name of this association in such depositories as shall be selected in accordance with the provisions of these bylaws. All such deposits shall be within two (2) business days of receipt by the Treasurer. **(Rev. 9/2014)**
11. Be responsible for the cash.
12. Be accountable to the Executive Board for actions.
13. Separate "restricted" donations on the books of the association and only use these as directed by the donor. **(Rev. 9/2014)**
14. In general, perform all duties enacted to the Office of Treasurer and such other duties as may be assigned to him/her by the President or the Executive Board. **(Rev. 9/2014)**
15. Coordinate the changing of accounts for new Officers via the Treasurer's Procedures Manual in Robert's Rules of Order. **(Rev. 9/2014)**
16. All checks to be drawn on accounts of this association must be completely filled out with date, payee, amount and two (2) signatures at a minimum. **(Rev. 9/2014)**
17. No pre-signed checks or checks deemed to be "blank" shall be allowed to exist and/or removed from the association's checkbook. **(Rev. 9/2014)**

4.5.5 Directors

The Directors shall:

1. Be responsible for fundraising activities.
2. Provide leadership.
3. In general, perform all duties and responsibilities as prescribed by the Executive Board.

ARTICLE 5 – COMMITTEES

5.1 Ex-Officio

The President shall be an ex-officio (non-voting) member of each committee, except the Nominating Committee. Each Committee shall report to the Executive Board. Each Committee shall make no binding policy or agreements without the approval of the Executive Board.

5.2 Nominating Committee (Rev. 9/2014)

See Section 4.0 – Election of Officers and Directors

5.3 Treasury Audit Committee

The Treasury Audit Committee shall consist of three (3) voting members, excluding the Executive Board members, appointed by the President. The Treasury Audit Committee shall conduct reviews of the treasury records, bank records, and receipts. This Committee shall submit their findings in writing to the Executive Board in April, July, October of the current year and January of the following year. The audit report must be signed by all current Treasury Audit Committee members. **(Rev. 9/2014)**

5.4 Newsletter Committee (Rev. 9/2014)

A Newsletter Committee Chairperson shall be appointed by the President with the approval of the Executive Board and will be responsible for the publication and distribution of ACPAAA, Arlington Police Department, and other appropriate news in a periodic newsletter. The newsletter shall be distributed to each voting member, other organizations and individuals as approved by the Executive Board. The Newsletter Committee may consist of additional voting members and other persons recruited by the Chairperson to help in these efforts.

The newsletter must be approved by a committee of three (3) members and presented to the Arlington Police Department Crime Support Bureau, Crime Prevention Unit, before each publication. Said approvals must be within a reasonable timeframe to not delay publication to the members etc.

5.5 Committee Term of Duty

Each member of a committee shall continue as such until his/her successor is appointed, unless the committee shall be sooner terminated, or unless such member shall cease to qualify as a member of this association for any reason.

5.6 Chairperson (Rev. 9/2014)

One member of each committee shall be appointed Chairperson by the President. The Chairperson shall govern all meetings of the committee. At least one member of each committee shall have been a member of good standing of this association for a minimum of two (2) years.

5.7 Vacancies

When a vacancy occurs in the Chairperson of any committee, the President may appoint a member in good standing to such Chairpersonship.

5.8 Quorum

Unless otherwise provided in the appointment of a committee, a majority of the whole committee shall constitute a quorum.

5.9 Rules (Rev. 9/2014)

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

5.10 Minutes of Committee Meetings (Rev. 9/2014)

Minutes of all committee meetings shall be kept and presented to the President.

ARTICLE 6 – CHECKS, DEPOSITS, AND FUNDS

All checks, orders for payment of money, notes or other evidences of indebtedness issued in the name of this association shall be signed by two (2) association officers. The Treasurer shall be the primary endorser on all such documents and the President shall be the primary co-signer. In the event the Treasurer is unavailable, the President shall assume such duties of the Treasurer as pertains to this paragraph and the Vice President shall assume the duty of primary co-signer. In the event both the Treasurer and President are unavailable, the Vice President and Secretary shall assume the duties of the endorser and co-signer respectively. All transactions covered under ARTICLE 6, Paragraph 6.1, not endorsed by the Treasurer, shall be reported to the Treasurer and the Board of Directors at the next Executive Board meeting. All documents pertaining to these transactions shall also be turned over to the Treasurer as soon as possible.

6.1. A Checks and Drafts (Rev. 9/2014)

In the event that the Treasurer is temporarily unavailable, the President shall obtain the checkbook and assume such duties of the Treasurer.

6.2 Deposits

All funds of this association shall be deposited promptly, within two (2) business days, to the credit of this association in such banks, trust companies, or other depositories as the Executive Board and general membership have agreed upon.

6.3 Gifts

The Executive Board may accept, on behalf of this association, any contribution or gift, with notice to the membership and approval of the Executive Board. **(Rev. 9/2014)**

ARTICLE 7 – BOOKS AND RECORDS

7.1 Books and Records (Rev. 9/2014)

This association shall keep correct and complete books and records of amounts and shall also keep minutes of the proceedings of its members, Executive Board, and committees. 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 and are to be produced within seven (7) days.

The Chief of Police of the Arlington Police Department may also be granted a review of the books and minutes of this association with a written request to the President. Said documents are to be produced within seven (7) days.

ARTICLE 8 – ANNUAL YEAR

8.1 Annual Year (Rev. 9/2014)

The annual year of this association shall begin on the first (1st) day of January and end on the last day of December in the same year.

ARTICLE 9 – DUES

9.1 Annual Dues (Rev. 9/2014)

The Executive Board may determine with approval of two-thirds (2/3rds) of a quorum of regular members present at a general meeting, the amount of the induction fees, if any, and the annual dues payable to this association by regular members. Said dues must be paid within the first sixty (60) days of each year to remain a member in good standing. Current annual dues are twenty dollars (\$20.00) per person per year. Members who have not paid will not have voting privileges until dues are paid and current. A member who has not paid their dues on or before the first (1st) day of January of the New Year and/or has a code of conduct violation or violations shall not have voting rights until such violation(s) are resolved and dues paid. Members who have not paid the annual dues within sixty (60) days shall require the approval of the Executive Board before reinstatement to being a member in good standing.

9.2 Payment of Dues

Dues shall be payable in advance on the first (1st) day of January in each year. Any member who has not paid his/her dues on or before the first (1st) day of January will be required to pay the full annual amount for the remainder of the year upon the approval of the Executive Board.

9.3 Classification of Dues

9.3.1 Individual

“Individual” is any individual who is a graduate of the Arlington Citizen Police Academy and has paid annual dues to the ACPAAA.

9.4 Use of Members’ Dues (Rev. 9/2014)

Any monies received as members’ dues for this association shall only be used for the operating costs of the Association.

9.5 Purchase Requests (Rev. 9/2014)

Any purchase requests to this association from the Arlington Police Department shall be in writing and approved by the Chief of Police, or his appointee, before the association can act on said request(s). Approval process shall be that the Executive Board must first approve any purchase before taking said request to the general membership for voting to approve or disapprove said expenditure.

ARTICLE 10 – ACPAAA MAILING ADDRESS

10.1 Mailing Address

The Post Office Box 944, located in the Main Post Office at 300 E. South St, Arlington, TX 76004, will be the permanent address of the ACPAAA. Any changes to the above address must be approved by the Executive Board and voted on by the general membership.

ARTICLE 11 – AMENDMENTS TO BYLAWS (Rev. 9/2014)

11.1 Amendments, Revisions, Repeals (Rev. 9/2014)

These bylaws may be revised, amended or repealed and new bylaws may be adopted by two-thirds (2/3rds) majority of the votes returned by electronic mail or via USPS mail. The count of such vote will be tabulated by representatives of the bylaws committee. At least two (2) weeks’ notice, in writing, shall be given to all regular members of an intention to revise, amend, or repeal these bylaws.

11.2 Original Bylaws (Rev. 9/2014)

Original bylaws adopted in 1988; amended in 1991, October 1994, September 1996, October 2001, November 2002 and completely revised and adopted in August 2006, revised September, 2014.

ARTICLE 12 DISSOLUTION

12.1 Dissolution

In the event this association is dissolved without prior termination or disposition of funds, the remaining funds, after payment of any indebtedness, shall be given to a charitable organization as recommended by the Arlington Police Department.

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ACPAAA is an IRS registered 501(c)(3) non-profit organization.