

*Watauga Citizen Police Academy Alumni Association Bylaws*

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# Bylaws of the Watauga Citizens Police Academy Alumni Association

## Article 1 - Name

**Section 1.** The name of this association shall be the Watauga Citizens Police Academy Alumni Association, hereafter referred to as the WCPAAA or the association.

**Section 2.** The WCPAAA shall be located in the city of Watauga, County of Tarrant, State of Texas.

## Article 2 - Purpose

**Section 1.** The purpose for which this not-for-profit association is formed is to bring together graduates of the Watauga 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 aims and objectives of the Watauga Police Department.

**Section 2.** The association will be non-profit under the umbrella of Citizens Police Academy of North Texas.

## Article 3 - Policies

**Section 1. A. EARNINGS:** No part of the net earnings of this association shall be used to the benefit of or be distributed to its members or officers, or officers, except for reimbursements for approved out-of-pocket expenses.

**B. 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.

C. EXPENSES: Expenses incurred by members or officers will only be reimbursed with receipts and formal documentation explaining the purpose of the expense. Two (2) members of the Executive Board must approve expenses. All checks, drafts, or orders for payment of money, notes, or other evidences of indebtedness issues in the name of this association shall be signed by any two (2) officers.

D. GIFTS:

- a. The Executive Board may accept, on behalf of this association, any contribution or gift with the consent of a simple majority affirmative vote of the Executive Board members.
- b. The Executive Board may give, on behalf of this association, any contribution or gift with consent of a two-thirds (2/3) majority affirmative vote of the members present at the next scheduled meeting.

E. FUNDRAISERS: All fundraisers must be approved by the Executive Board and affirmed with consent of a two-thirds (2/3) majority vote of the members present at the next scheduled meeting.

**Section 2. BOOKS and RECORDS:**

- A. This association shall keep correct and complete books and records of accounts and shall also keep minutes of the proceedings of its members, Executive Board, and committees.
- B. A record giving names and addresses of all members entitled to vote shall be kept by the presiding secretary.
- C. All books and records of this association may be inspected by the regular members upon written request to any Executive Board Member, and shall be produced within fourteen (14) days.

**Section 3. ANNUAL REVIEW:** The Treasurer's books and records shall be examined annually, in October, by a committee of three (3) or more regular members appointed by the President. No Executive Board member shall be on the committee.

**Section 4. FISCAL YEAR:** The fiscal year shall commence on the first day of October and end on the last day of September

**Section 5. DISSOLUTION:** In the event this association is dissolved without prior termination or disposition of funds and assets, the remaining funds and assets, after payment of any indebtedness, shall be given to a non-profit charitable organization as recommended by a majority of members present at the last meeting.

### *Article 4 - Membership*

**Section 1. CLASSES OF MEMBERS:** This association shall have all three (3) classes of members; Regular, Honorary, and Life. The designation of such classes and the qualifications of such members shall be as follows:

- A. **REGULAR MEMBERS:** Regular Members shall be graduates of the Watauga Citizens Police Academy who have applied for membership and paid their annual dues. No person shall be denied membership in this association because of race, religion, sex, or ethnic background.
- B. **HONORARY MEMBERS:** Any non-member of the WCPAAA may be nominated by the Executive Board and approved by a two-thirds (2/3) majority vote of the 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 or have voting rights, and may not serve on any committee.
- C. **LIFE MEMBERS:** Any member or members who, by a vote of two-thirds (2/3) majority vote of members present at the scheduled meeting immediately following presentation by the Executive Board, have shown outstanding service promoting the purpose of the association, may receive Life Membership. Life Members shall enjoy all the rights of regular members. Life Members will not pay dues. The status of Life Members shall remain in force until removed by a vote of two-thirds (2/3) majority of the members present at the next scheduled meeting.
- D. **ASSOCIATE MEMBERS:** Any non-member of the WCPAAA may apply for Associate Membership. No person shall be denied membership in this association because of race, religion, sex, or ethnic background. Upon approval of 2/3 majority of the members present at a regularly scheduled meeting and payment of associate dues, all rights of regular

members apply with the following exceptions. Associate Members shall not hold an elected or appointed office or have voting rights.

**Section 2. CONDUCT:** No member shall promote or represent themselves on behalf of this organization for personal, political, or financial gain. Inappropriate behavior towards anyone will not be tolerated.

**Section 3. VOTING RIGHTS:** Each regular member shall be entitled to one (1) vote on each matter submitted to a vote of the members. Voting can be done in person or by proxy. A proxy vote must be in writing, having been signed by the member and witnessed by any other voting member present when the vote is taken, and must be presented at the time of the vote.

**Section 4. DISCIPLINARY ACTION:**

- A. Any officer or member may be expelled from this association for failing to perform the duties of his/her office or for inappropriate or illegal conduct. (Conduct considered to be damaging to this association or the Watauga Police Department as it may be interpreted as a reflection on our behavior as an association, and would be deemed in violation of Article 2, Section 1.)
- B. All accusations of failure to perform duties or illegal conduct must be presented to the Executive Board in writing. The Executive Board will, at the next board meeting, discuss and examine the charges for non-compliance with the Bylaws, and expel said member after a two-thirds (2/3) majority affirmative vote.

**Section 5. APPEALS:** Any officer or member who has been expelled has the right to appeal within ninety (90) days, in writing, to the general membership for a hearing at the next scheduled meeting. The written appeal must be presented to the Executive Board at least thirty (30) days prior to the hearing. The expelled officer or member will bring all the facts to the attention of the Executive Board members present. The Executive Board will also present all evidence pertaining to the expelled officer or member's conduct. Based on its findings, the Executive Board may present the expelled member for reinstatement by a two-thirds (2/3) majority vote at the next scheduled meeting or uphold the prior decision to expel.

**Section 6. RESIGNATION:** Any member may resign by filing a written resignation with the Secretary or any Executive Board Member.

**Section 7. PROPERTY:** Upon termination or resignation of membership, prior member shall return all property, including badge, belonging to the Watauga Police Department or WCPAAA.

**Section 8. REINSTATEMENT:** Upon written request signed by a former member who left in good standing and filed with the Secretary, the member may be reinstated after payment of dues and approval of the Executive Board.

**Section 9. TRANSFER OF MEMBERSHIP:** Membership in this association is not transferable or assignable.

**Section 10. RIDE-OUTS**

- A. Ride-outs with on-duty Watauga Police Department officers are a privilege extended to active, participating members and are based on current Watauga Police Department policies.
- B. WCPAAA members will record and report ride-outs to the WCPAAA Secretary so that time may be counted as volunteer hours. Members are required to have neat appearance and wear their WCPAAA or CPA uniform shirt with no nametag when riding out.

**Section 11. REPRESENTATION OF WCPAAA:** WCPAAA members will have neat appearance and wear their WCPAAA or CPA uniform shirt with badge at all official functions.

***Article 5 - Membership Meetings and Resolutions***

**Section 1. GENERAL MEETING:** General meetings shall normally be held on the third (3<sup>rd</sup>) 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 location.

**Section 2. SPECIAL MEETING:** 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.

**Section 3. PLACE OF MEETING:** General and Special Meetings shall be held at a place designated by the President, subject to the approval of the Executive Board.

**Section 4. QUORUM:** The presence of not less than twenty (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 requiring a vote.

**Section 5. 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.

**Section 6. RESOLUTIONS:** All motions to commit this association on any matter shall be normally considered first by the Executive Board. Such motions, offered at a general meeting, shall be referred to the Executive Board for evaluation and action as deemed appropriate.

### ***Article 6 - Executive Board***

**Section 1. PURPOSE:** The Executive Board shall manage the affairs of the WCPAAA.

**Section 2. OFFICERS AND TERMS:** The Executive Board shall consist of the elected officers of this association and three (3) appointed directors. The filling of an unexpired term does not count against the term of an officer or director.

**Section 3. SUCCESSIVE TERMS:** No Executive Board member may serve more than two (2) consecutive one (1) year terms in any elected or appointed position. In addition, no one can be a member of the Executive Board more than three (3) consecutive years. After a period of twelve (12) months has elapsed, such person is again eligible to serve.

**Section 4. QUORUM:** A quorum shall consist of three (3) members of the Executive Board.

**Section 5. PAST PRESIDENT:** The immediate past president, being a member in good standing, may be an ex-officio (non-voting) member of the Executive Board.

## *Article 7 - Officers and Duties*

**Section 1. ELECTION OF OFFICERS:** The President shall appoint a nominations committee of three (3) or more regular members. This committee shall prepare a recommended list of candidates for officers from regular service members willing to serve, and present the list for officers from regular service members willing to serve, and present the list of candidates to the members at the general September meeting. Additional nominations may be made from the floor. Voting will be conducted by ballot, with results tabulated and announced at the September meeting. If only one person is nominated for an office, he/she shall be elected by acclamation. The newly elected officers will assume office on October.

**Section 2. OFFICERS:** The officers of this association shall be a President, one or more Vice Presidents, a Secretary, and a Treasurer. No two (2) offices may be held by the same person.

**Section 3. VACANCIES:** A vacancy is 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 President.

**Section 4. The PRESIDENT Shall:**

- A. Be the principal executive officer of the association and shall in general supervise and control all of the business and affairs of this association.
- B. Preside at all meetings of the members of the Executive Board;
- C. Sign with the Treasurer or first Vice President necessary documents;
- D. In general, shall perform all duties incident to the office of the President and such other duties as may be prescribed by the Executive Board. The President shall be empowered to vote on all matters of the Executive Board.

**Section 5. The FIRST VICE PRESIDENT Shall:**

- A. In the absence of the President or in the inability or refusal to act, 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.
- B. Perform such duties as may be assigned to him/her by the President or the Executive Board.

**Section 6. The SECRETARY Shall:**

- A. Keep the minutes of general meetings of the members and of the Executive Board.
- B. 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 him/her by the President or by the Executive Board. In event of the absence of the Secretary, the President shall assign a member to assume such duties.

**Section 7. The TREASURER Shall:**

- A. Have charge/custody of and be responsible for all funds and securities of this association from any source, and deposit all moneys in the name of this association in such depositories as shall be selected in accordance with the provisions of these Bylaws. Prepare a written report and provide a copy to the Secretary at each general meeting.
- B. In general, perform all the 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

**Section 8. DIRECTORS:** Two (2) Directors appointed by the President and one (1) Director appointed by the Vice President shall be members of the Executive Board and perform such duties as may be prescribed by the President.

**Section 9. LIAISON:**

- A. The Watauga Police Department's Citizen Police Academy Program Coordinator shall act as liaison between the Association and the Watauga Police Department, reporting activities and progress to interested parties within the Watauga Police Department and providing assistance (suggested speakers, contracts, etc) to the Association.

- B. The liaison is invited to attend all meetings and serve on any committee as approved by the Executive Board, but is not eligible for regular membership and has no voting privileges.

**Section 10. EXCEPTIONS:** Any member desiring to serve in an elected capacity cannot be an elected member of City Council, an elected Mayor, or serve in any capacity for the city that may cause conflict of interest with the Association. Once he/she is no longer an elected official or serving in the above listed capacity, then he/she becomes eligible to serve on the WCPAAA board.

## *Article 8 - Committees*

### **Section 1.**

- A. The President may designate and appoint one or more committees and the members thereof. The President may be an ex-officio (non-voting) member of each committee.
- B. Each committee chairperson or a selected representative shall report to an Executive Board and attend the Executive Board meetings.
- C. A committee shall make no binding policy or agreements without approval of the Executive Board.

**Section 2. CHAIRPERSON:** One member of each committee shall be appointed chairperson by the President, except the nominating committee. The chairperson shall govern all meetings of the committee.

**Section 3. VACANCIES:** Vacancies in the membership of any committee may be filled by appointment by the President.

**Section 4. QUORUM:** In the appointment of a committee, a two-thirds (2/3) majority of the committee shall constitute a quorum and conduct the business of the committee.

**Section 5. RULES:** Each committee may adopt rules for its' own operation consistent with these bylaws.

## *Article 9 - Dues*

**Section 1. ANNUAL DUES:** The Executive Board may determine, with approval of two-thirds (2/3) vote of regular members present at a general meeting, the amount of annual dues payable to the association by regular members.

**Section 2. PAYMENT OF DUES:** Payment of Dues: Dues will be payable in advance on the first (1<sup>st</sup>) day of October of each year. Dues of any new member shall be prorated from the first day of the month in which such member is approved for membership for the remainder of the annual year of this Association. Previous members, in good standing, who have been absent one (1) year or more, must pay annual dues upon their return.

**Section 3. DEFAULT AND TERMINATION OF MEMBERSHIP:** Default and termination of membership: After review and recommendation of the Executive Board and an affirmative vote of two-thirds (2/3) majority of the membership present at the next scheduled meeting, any member in default in the payment of dues for a period of two (2) months from the beginning of the annual year or such period for which such dues become payable, may be terminated.

## *Article 10 - Amendments to Bylaws*

**Section 1.** These bylaws may be altered, amended or repealed and new bylaws may be adopted by a two-thirds (2/3) majority of the regular members as presented by the Executive Board at any general meeting. 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.

These bylaws were presented at the regular monthly meeting on January 19<sup>th</sup>, 2006 and were accepted by a two-thirds (2/3) vote of the Membership present at the monthly meeting on January 19<sup>th</sup>, 2006.