



BY LAWS OF THE
CITIZEN POLICE
ACADEMY
ALUMNI ASSOCIATION
OF CENTRAL
TEXAS

ARTICLE 1 – PURPOSE

Principle Office

1.1 The principle office of the Citizen Police Academy Alumni Association of Central Texas, hereafter referred to as CPAAACT or this association, shall be located in the Central Texas Region of the State of Texas. The association may have such other offices, as the Executive Board may determine or as the affairs of this association may require.

Purpose

1.2 The purpose of which this not for profit association is formed, is to provide an organization for the exchange of information and ideas between local and/or regional alumni associations; to assist in the growth and development of new or existing alumni associations; and to direct communications, services and mutual aid among its members that will improve their ability to serve the needs of their local community and law enforcement. It is expected that any association receive their non-profit status in a timely manner.

ARTICLE 2 – ELECTION OF OFFICERS AND DIRECTORS

Election of Officers and Directors

2.1 Nominations may be made from the floor at the **November general** meeting. **Nominees must be the designated representative appointed in writing from their CPAAA.**

2.1.1 A written ballot election shall be held at the **December** meeting by the members present. Votes shall be tabulated and elected officers and directors will be announced at the **December** meeting of the year preceding their term.

ARTICLE 3–OFFICERS AND DIRECTORS

Officers

3.1 The officers of this association shall be a President, one Vice President, **Secretary,**

Treasurer, and three Directors. No two offices may be held by the same person.

Vacancies

3.2 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 CPAAACT.

President

3.3 The President shall be the principal 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 and/or Vice President necessary documents. In general, they 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.

Vice President

3.4 In the absence of the President or in the inability or refusal to act, the 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. The Vice President shall perform such duties as may be assigned by the President or Executive Board.

Treasurer

3.5 The Treasurer shall have charge/custody of and be responsible for all funds and securities of this association; receive and give receipts for 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. The Treasurer shall, in general, perform all the duties enacted to the office of Treasurer, and such other duties as may be assigned by the President or Executive Board.

Secretary

3.6 The Secretary shall keep the minutes of general meetings of the members and of the Executive Board; give all notices in accordance with the provisions of these By Laws, or as required by law; keep a register of the postal address of each member. The Secretary shall, in general, perform all duties as may be assigned by the President or by the Executive Board. In the event of the absence of the

Secretary, the President shall temporarily assign a member to assume such duties.

Directors

3.7 The three elected Directors shall be members of the Executive board and perform such duties as may be prescribed by the President.

ARTICLE 4 – EXECUTIVE BOARD

Purpose

4.1 The Executive Board shall manage the affairs of CPAAACT.

Officers, Directors and Term

4.2 The Executive Board shall consist of the elected Officers and the three Directors of this association. Officers and Directors shall serve a term of one year, and no more than two consecutive terms in the same office.

Quorum

4.3 A quorum shall consist of five members of the Executive Board, including at least one Director.

Past President

4.4 The immediate past president shall be an ex-officio member of the Executive Board and shall not have board-voting privileges. This shall not prevent the past president from holding another Executive or Director position.

ARTICLE 5 – MEMBERS

Members

5.1 Members shall be designated by their Citizen Police Academy Alumni Association, as their city's representative in writing and approved by CPAAACT. Each Alumni Association will be entitled to invite their members to each meeting. In the event the designated representative cannot attend, an alternate representative can be appointed by the local alumni association and that name given to CPAAACT prior to any meeting.

Conduct

5.2 No member Association or their designated representative shall promote or represent themselves on behalf of this association for personal, political or financial gain.

Eligibility

5.3 Members shall be graduates of a Citizens' Police Academy in good standing without regard to age, creed, race, sex, ethnicity, origin or religion.

Voting Rights

5.4 Although each recognized CPAAA is entitled to have attendees at each meeting only the elected member from that city's alumni association will be the designated representative. Each organization shall be entitled to one (1) vote on each matter submitted to a vote of the members.

Termination of Membership

5.5 The Executive Board, after an appropriate hearing and an affirmative vote of two-thirds of its members, may censure, suspend or terminate a member **or their delegate** for cause.

5.5.1 The Executive Board, after an affirmative vote of two-thirds of its members, may terminate the membership of any member who shall be in default in the payment of dues for the period fixed in these bylaws.

5.5.2 The Executive Board, after a board member misses four meetings during a term of office, will consider this an automatic termination by said board member barring any special conditions, i.e. illness

Resignation

5.6 Any member may resign by filing a written resignation with the CPAAACT Board.

Property

5.7 Upon termination or resignation of membership, prior member shall return all property belonging to CPAAACT to the current President of the CPAAACT organization.

Reinstatement

5.8 Upon written request signed by a former member and filed with the Secretary, the Executive Board may reinstate such former member to membership.

Appeals

5.9 Any member may present an appeal to a decision of the Executive Board before the general membership by submitting a request to the Secretary for consideration. Such appeal shall be presented to the members at the next general meeting. Any former member may appeal their revoked membership to the general membership by submitting a request to the Secretary. After discussion before the members at a general meeting, such matter shall be resolved by majority written ballot of a quorum of members.

Special Status

5.10 In the event the designated representative's CPA Alumni Association dissolves or other extenuating circumstance occurs, the board can grant special status, as specified by the Board, to the representative for a period of not more than one year. The granting of special status is to be used in emergency circumstances only.

ARTICLE 6 – MEETINGS OF MEMBERS

General Meeting

6.1 General meetings shall normally be held on the third Saturday 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.

Special Meeting

6.2 Special meetings of members may be called by the President or Acting President. Members shall be notified no less than five business days in advance of a special meeting.

Place of Meeting

6.3 General and special meetings shall be held at a place designated by the President, and hosted by a rotation of the member associations.

Quorum

6.4 The presence of not less than 25 percent 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.

Procedure

6.5 This association shall be governed by common accord **and Robert's Rules of Order**. All disputes shall be handled in accordance with Robert's Rules of Order unless inconsistent with these By Laws.

Resolutions

6.6 All motions to commit this association on any matter shall be normally considered by the voting membership.

ARTICLE 7 – COMMITTEES

Committees

7.1 The President may designate and appoint one or more committees and the members thereof. The President shall be an ex-officio (non-voting) member of each committee. Each committee shall make no binding policy or agreements without approval of the Executive Board.

Term of Office

7.1 Each member of a committee shall continue 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.

Chairman

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

Vacancies

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

Quorum

7.5 Unless otherwise provided in the appointment of a committee, a simple majority of the whole committee shall constitute a quorum, and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee.

Rules

7.6 Each committee may adopt rules for its own operation consistent with these By Laws.

ARTICLE 8 – CHECKS, DEPOSITS AND FUNDS

Checks and Drafts

8.1 All checks, drafts, or orders for payment of money, notes or other evidences of indebtedness issued in the name of this association shall be signed by **Treasurer**. **Any check, draft or order exceeding \$300 shall contain** two of the following officers: Treasurer, President, and/or the Vice President.

Deposits

8.2 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.

Gifts

8.3 The Executive Board may accept, on behalf of this association, any contribution or gift with consent of the voting members.

ARTICLE 9 – BOOKS AND RECORDS

Books and Records

9.1 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. 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 members upon written request to the President, and will be produced within **thirty (30)** business days.

Annual Review

9.2 The Treasurer's books and records shall be examined annually, in January, by a committee of three or more members appointed by the President. The findings of such review will be submitted to the general membership at the next general meeting for approval.

ARTICLE 10 – ANNUAL YEAR

10.1 The annual 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

Annual Dues

11.1 Dues will be paid at the rate of \$25 for each 100 members within each alumni organization, or \$50 for each organization with more than 100 members.

Payment of Dues

11.2 Dues shall be payable in advance on the first day of January in each year. If an organization joins after July 1st, they will pay half the annual dues amount for the first year. **Dues shall be past due after January 31st of any year. Dues that are past due will suspend any voting privileges of that association.**

Default and Termination of Membership

11.3 When any member shall be in default in the payment of dues for a period of three months from the beginning of the annual year, or the period for which such dues become payable, this membership will be terminated.

ARTICLE 12 – AMENDMENTS TO BYLAWS

Amendments to By Laws

12.1 These By Laws may be altered, amended or repealed. New By Laws may be adopted by a two-thirds majority of the members as presented by the Executive Board at any general meeting. At least (2) weeks notice, in writing, shall be given to all members of an intention to alter, amend or repeal these By Laws.

ARTICLE 13 – DISSOLUTION

Dissolution

13.1 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.