

WEBSTER CITIZEN POLICE ACADEMY ALUMNI ASSOCIATION

BYLAWS

ARTICLE I

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

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. At this time the address of record is Webster Citizen Police Academy Alumni Association, c/o Webster Police Department, 217 Pennsylvania, Webster, Texas 77598.

ARTICLE II PURPOSE

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

- A. To bring together graduates of the Webster 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 view of the Webster 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 20, 1996 is as follows:

The purpose of WCPAAA 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 Definitions:

- A. Member All graduates of the Webster Citizen Police Academy are lifetime members of the Association, free to attend meetings, presentations and events.

- B. Active Member An Active Member shall be any person who is current with Association dues. Only Active Members shall have full voting privileges, can occupy an elected office, and participate in the general business activities.
- C. Honorary Member A membership shall be open to any person or business nominated by the Executive Board and approved by a majority vote of the membership at a regular meeting and will have no active member privileges.
- D. Associate Member Any person who has completed a Texas Citizen Police Academy may apply for Associate Membership in the Webster CPAAA. They must be voted into the WCPAAA by a majority vote of the Active Members present at a regular meeting.

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

2. Dues:

- A. Annual dues shall be set by the Executive Board and approved by a majority vote of Active Members at a regular business meeting.
- B. Dues are payable in January 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.1.B.
- C. A new member will pay a prorated amount based on joining date as follows:
 - January thru April – full year dues
 - May thru August – 2/3 of annual dues
 - September thru December – 1/3 of annual dues

3. Disciplinary Action:

- A. Any officer or member may be expelled from the Association for illegal and/or immoral conduct (conduct that is considered to be damaging to the Association or the Webster 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. All accusations of failure to perform duties or illegal and/or immoral conduct must be presented to the Executive Board in writing. The Executive Board will, at the next regular Board meeting, discuss and examine the charges for non-compliance with the bylaws, and after a majority affirmative vote will notify the accused officer or member in writing, and place the charges on the agenda of the next membership meeting.
- C. The officer or member will be expelled from the Association by a majority vote of the Active Members present at the next general membership meeting.
- D. Any officer or member who has been expelled has the right to appeal within ninety days, in writing, to the general membership for a hearing at the next general membership meeting. The written appeal must be presented to the Executive Board at least thirty days prior to the hearing. The expelled member or officer will bring all the facts to the attention of the membership present. The Executive Board will also present all evidence pertaining to the expelled member's conduct.
- E. A two third's majority vote of the members present at the hearing is required to reverse the expulsion and win the appeal. 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, but must be approved by a majority vote of the Active Members present at a general membership meeting.
- B. No part of the net earnings of the Association shall insure 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 approved by majority vote of the Active Members prior to the expenditure.
- C. Any authorized funds may only be distributed to the police department as a whole and not to any individual.
- D. Financial records of the Association will be audited in January of each year by a Audit Committee appointed by the Executive Board. This Audit Committee will consist of 3 Active Members who are not on the Executive Board.
 - 1. Association expenditures will be made by check, signed by two of the four authorized officers. The President, Vice President, Treasurer and Secretary shall be authorized to sign checks.
 - 2. Debit cards will be issued to the current President and Treasurer for authorized expenses.
- E. The fiscal year shall commence on January 1st of each year.
- 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. The Executive Board will have the approval, (with 3 out of 4 Board members in agreement) of the membership to make expenditures in the amount less than \$200.00 without the majority vote.
- H. Members who are not commissioned officers of the Webster Police Department, are not to represent themselves as such (unless coincidental). Any action taken by a member, not under direct supervision of the Webster 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 Webster 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 Webster Police Department.

ARTICLE V OFFICERS, DUTIES AND TERMS

The Officers of the Association, also referred to here within as The Executive Board, shall be: President, Vice President, Secretary and Treasurer.

Nominations of Officers will be held in October each year. Nominations from the floor and election will be held in November each year.

Newly elected officers will begin their terms January 1 of each year. Any officer may serve any number of terms as long as he or she is an Active Member and elected annually.

1. The President will:

- A. Be the Chief Executive of the Association.
- B. Preside at all meetings, both Membership and Executive Board meetings.
- C. Have the power to convene special meetings of the Membership and the Executive Board.
- D. Have the power to appoint all committee chairs.
- E. 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.
- F. Coordinate with Webster PD Liaison and VP for meeting content.

2. The Vice President will:

- A. Perform duties as prescribed by the President.
- B. Serve in the President's stead when necessary.
- C. Coordinate with Webster PD Liaison and President for meeting content.

3. The Secretary will:

- A. Be responsible for keeping and reporting the minutes of all general membership and Executive Board meetings, with reports being available at the next meeting.
- B. File all certificates or reports required by local, state or federal statutes and regional and state alumni associations.
- C. Submit to the membership as appropriate any communication addressed to the Office of Secretary, and to give and serve all notices to the members.
- D. Attend to all correspondence after approval of the Executive Board.
- E. Submit the minutes of all membership and Executive Board meetings to the audit committee when requested.

4. The Treasurer will:

- A. Have custody of all funds of the Association, maintaining such funds at a financial institution approved by the Executive Board.
- B. Keep accurate financial records of the Association, including bank statements, paid receipts, invoices, budgets, canceled checks, and a current list of Active Members.
- C. Responsible for getting new officer's signature card completed for bank account.
- D. Make disbursements as authorized by the Executive Board and/or the general Membership
- E. 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.
- F. Submit financial records, and a copy of the annual budget to the audit committee when requested.

ARTICLE VI VOTING

- A. Every Active 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 VII MEETINGS

- A. Meeting frequency
 - 1. Executive Board will meet monthly
 - 2. General Membership will meet at least six times a year.
- B. The number of Active Members present will represent a quorum necessary to conduct the business of the Association.

ARTICLE VIII LIAISON

The Webster Citizen Police Academy Program Coordinator shall act as a Liaison between the Association and the Webster Police Department, reporting activities and progress to interested parties within Webster 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.

ARTICLE IX AMENDMENTS

These Bylaws may be amended at any regular membership meeting of the Association, provided that the amendments have been submitted in writing at the previous membership meeting. The adoption of any amendment(s) will require a two thirds affirmative vote of the Active Members present at a regular membership meeting.

ARTICLE X DISSOLUTION

In the event the Webster 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 Webster Police Department Discretionary Fund.

Adopted ____2003

Amended: June 2004 (added III.D, Associate Member)

Amended: June 2008.

Amended: September 2021