

BY-LAWS OF ASSOCIATION

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Revised: September 22, 2009
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Fifth Revision: August 8, 2016
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Seventh Revision: September 13, 2018

ARTICLE 1-NAME AND PHILOSOPHY

1.01 NAME

The name of this nonprofit organization shall be the Granbury Citizens Police Academy Alumni Association. The Granbury Citizens Police Academy Alumni Association is also known throughout these bylaws as the CPAA or as the "Association".

1.02 PHILOSOPHY

We believe that the bonding of local law enforcement and the citizens they serve and protect is of intrinsic value in promoting such mutual understanding, support and efforts as are basis to any wholesome community's well-being. Toward these ends, the Granbury Police Department, its related agencies and interested citizens are committed to working together to develop good rapport, founded for its basis upon the Citizens Police Academy and its alumni.

ARTICLE 2- PURPOSE AND MISSION

2.01 PRINCIPAL OFFICE

The principal office of the CPAA shall be located at 116 W Bridge St in the City of Granbury, County of Hood, State of Texas, as the Board of Directors may determine or as the affairs of this Association may require.

2.02 MISSION

The CPAA mission is to provide the citizens of Granbury a better understanding of the dedication and integrity of the Granbury Police Department and to assist the Department as defined by the police chief.

2.03 PURPOSE

The purpose of this non-profit Association is to bring together graduates of the Granbury 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 Granbury 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 organization 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 CLASS OF MEMBERS

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

3.01.01 Regular Members – Regular Members shall be graduates of the Granbury Citizens Police Academy who live or work in the Granbury community and have applied and been accepted for membership and are in good standing without regard to age, creed, race, religion or sex.

3.01.02 Honorary Members – Any person nominated and approved by the Board of Directors and approved by majority vote of the Regular Members present at a general meeting may be an Honorary Member. 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 may not vote.

3.02 CONDUCT AND APPEARANCE OF MEMBERS

3.02.01 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 or citizens will not be tolerated and may result in termination of membership.

3.02.02 Appearance of Members/Tattoos - Members must not have any lewd or offensive indelible marks or figures (tattoos) visible on any exposed part of the body while wearing the prescribed duty uniform or while representing the CPAA. Tattoos or brands that are extremist, indecent, sexist or racist are prohibited, regardless of location on the body. All tattoos are subject to approval of the Granbury Police Department.

3.03 NON-INTERVENTION OF POLICY AND CAMPAIGNING

CPAA is a “non-intervention association”. Members of the CPAA who are not commissioned peace officers of any law enforcement agency shall not represent themselves as such. The policy of the CPAA 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 other than observation and reporting or as directed by authorized Granbury Police Department personnel taken by a member shall be construed as an unofficial act of the CPAA or any law enforcement agency. Each member, by completing their membership application, agrees to indemnify, release and hold harmless the CPAA, its elected or appointed officials, the Board of Directors, officers, or members of the CPAA for any results of any action taken on their own initiative.

No substantial part of the activities of the organization shall carry on propaganda or otherwise attempt 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 provisions of these By-laws, 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 organizations contributions to which are deductible under section 170(c) 2 of the Internal Revenue Code or corresponding section of any future Federal tax code and any applicable state regulations.

3.04 VOTING

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

3.05 TERMINATION OF MEMBERSHIP

The Board of Directors, after an appropriate hearing, discussion, and affirmative majority vote of members in attendance, may censor, suspend or terminate a regular or honorary member for just cause. A notice of this decision will be distributed to all members, regular and honorary. Upon recommendation of the Granbury Police Department, the President may terminate a membership immediately without the vote of the Board of Directors.

3.06 RESIGNATION

A member may resign at any time. All dues are nonrefundable.

3.07 PROPERTY

Upon resignation or termination of membership, the member shall return all property belonging to the Association or the Granbury Police Department within 24 hours. Property may be turned over to any member of the Board of Directors or to the Granbury Police Department.

3.08 REINSTATEMENT

A former member may be considered for reinstatement upon completion of a new application and the affirmative vote of the majority of the Board of Directors in attendance in a regular or special meeting.

3.09 TRANSFER OF MEMBERSHIP

Membership in the association is not transferable or assignable.

3.10 APPEALS

Any current member may present an appeal of a decision of the Board of Directors before the general membership at the next meeting by submitting a request for consideration to the Secretary. Any former member may appeal their revoked membership to the general membership by submitting a request to the Secretary. After discussion before the regular members at a general meeting, a majority vote by written ballot of a quorum of the regular members shall resolve such matters.

ARTICLE 4- MEETINGS OF MEMBERS

4.01 GENERAL MEETING

The Association meets the second Thursday of each month at 6:00pm at a designated place and can be convened at other times by the President as needed.

4.02 QUORUM – GENERAL MEMBERSHIP

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 Treasurer is responsible for determining the number of members for a Quorum.

4.03 PROCEDURES FOR THE CONDUCT OF BUSINESS

This Association shall be governed by common accord. All disputes shall be handled in accordance with Robert's Rules of Order unless inconsistent with the By-laws.

4.04 MOTIONS

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

ARTICLE 5- BOARD OF DIRECTORS

5.01 PURPOSE

The Board of Directors along with parties designated by the Board shall manage all affairs of the CPAA.

5.02 OFFICERS AND TERMS

The Board of Directors shall be the elected officers from the general membership of the Association (Refer to Article 6). The term of office shall be one (1) year. No officer may serve more than three (3) consecutive terms in the same office unless that office is uncontested in a general election, at which time the Board of Directors may approve additional terms.

5.03 QUORUM

A quorum shall consist when a majority of the voting Board of Directors is present. A quorum is required to conduct business.

5.04 PAST PRESIDENT

The immediate past president may be an ex-officio member of the Board of Directors, be limited to one year on the Board and will have no voting privileges as the ex-officio.

The immediate past president will ensure that each general membership meeting or Board of Directors meeting is conducted according to the latest edition of Roberts' Rules of Order.

5.05 SPECIAL MEETING

Special Meetings of the Board of Directors 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 Board of Directors must be present to conduct a special meeting.

5.06 ATTENDANCE REQUIREMENTS

Officers are required to attend all membership meetings and meetings of the Board of Directors with the consideration of one absence per calendar quarter. Reports required of the absent officer must be submitted to the President at least one week in advance of the meeting to be missed except for the Treasurer's report which shall be submitted as soon as practical after the close of the month.

ARTICLE 6- OFFICERS AND DUTIES

6.01 OFFICERS

Officers of this Association shall be a President, Vice President, Secretary, Treasurer, three other Board members as named in sections 6.11, 6.12, and 6.13, and a non-voting Past President. Additionally, two non-voting liaison representatives as defined in 6.14 and 6.15 are authorized to attend all Board and Association meetings in their respective capacities. No two offices may be held at the same time by the same person. Each board member shall be a member in good standing throughout the term of office. No two members of the same immediate family may serve on the Board of Directors at the same time.

6.02 NOMINATION OF CANDIDATES

Nominations may be made from the floor at the general October meeting. Advanced notice of the elections shall be posted in October on our website.

A formal notice shall be given to all members as to the time and place of the meeting in November, on our website. A list of candidates will accompany this notice. Voting shall be done online or in person at the general November meeting. All ballots will be collected at the general November meeting. After voting is concluded, all ballots shall be tallied by non-interested parties and the results announced before the meeting is adjourned. These results will also be published in December on our website.

An absentee ballot shall be accepted by the President for a member who is unable to attend the general November meeting due to prior commitments, sickness or 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 Board of Directors occurs, the Board of Directors may by majority vote appoint a regular member to fill the position for the un-expired portion of the term.

6.04 RESIGNATION OF A BOARD MEMBER

Resignation of any individual from office should be submitted in writing to the Board of Directors.

6.05 TERMINATION OF A BOARD MEMBER

The term of a Board Member may be terminated for just cause after a hearing before the remainder of the Board of Directors resulting in a majority vote by the Board. Just cause is defined as any violation of the CPAA By-laws.

6.06 APPEALS OF A 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 matters shall be resolved by a majority vote of the regular members present. (Refer to article 4.02)

6.07 PRESIDENT

The President shall be the principle executive officer of the Association and shall in general supervise and oversee all the business and affairs of this Association. The President shall preside at all meetings of the members and of the Board of Directors. The President shall sign with the Treasurer or 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 Board or by a majority vote of the regular members. The President shall be empowered to vote on matters of the Board of Directors in the event of a tie vote cast.

6.08 VICE PRESIDENT

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 of the President, becoming the Acting President. The Vice President shall be empowered to vote on all matters of the Board of Directors except when acting as President. The Vice President will be responsible for scheduling the "program" for the general meeting. The program could be but not limited to: Guest speakers, field trips, training sessions, game nights, or any other suggestions from the general body. All programs will be presented to the board one month prior when possible.

6.09 SECRETARY

The Secretary shall keep the minutes of the general meeting of the members and the meetings of the Board of Directors, give all notices in accordance with the provisions of these By-laws or as required by law and in general, perform all duties as may be assigned by the President, the Board of Directors, 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 Board of Directors. The Secretary shall be empowered to vote on all matters of the Board of Directors.

6.10 TREASURER

The Treasurer shall have custody of and be responsible for all funds and securities of this Association and shall deposit all monies in the name of this Association in such depositories as shall be selected in accordance with the provisions of these By-laws and, in general, perform all the duties assigned to the office of Treasurer. Other duties may be assigned by the President, the Board of Directors, 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 month's financial activities. The monthly Treasurer Report will be sent by email or presented in person to the Secretary no less than five (5) calendar days before the scheduled monthly Board of Directors meeting. The Treasurer shall prepare an annual budget at the December Board of Directors meeting. The budget shall be submitted for approval at the January Board of Directors meeting. The budget will be presented to the general membership for approval at the January meeting. The Treasurer shall be empowered to vote on all matters of the Board of Directors.

6.11 FUND-RAISING DIRECTOR

The Fund-Raising Director shall work closely with the Treasurer to raise funds and solicit donations as is appropriate and within the laws of the city of Granbury and the state of Texas and federal regulations. Other financial responsibilities may be assigned to the Fund-Raising Director by the Board of Directors and approved by the membership. The Fund-Raising Director will be able to discuss potential benefits and liabilities of financial opportunities and make recommendations to the Board of Directors regarding expenditures and income opportunities. The Fund-Raising Director shall work closely with the Treasurer and the Board of Directors to ensure that an annual audit is conducted. The Fund-Raising Director shall be empowered to vote on all matters of the Board of Directors.

6.12 MEDIA DIRECTOR

The Media Director shall promote the image and name of the organization to enhance its reputation and shall create press releases, news articles, bulletins, newsletters, process requests for interviews, and public information regarding the CPAA goals, purposes and policies. The Media Director shall make recommendations to the Board of Directors on how to expose the CPAA's mission to the public in a positive manner through a variety of social media formats. The Media Director will maintain the CPAA website and all associated social media sites. The Media Director shall be empowered to vote on all matters of the Board of Directors.

6.13 EVENTS DIRECTOR

The Events Director shall coordinate and organize all events sanctioned by the Board of Directors. Activities could include, but are not limited to, posting signups, gathering materials, attending event meetings, assigning positions, coordinating with the Police, developing new opportunities for the CPAA to participate in, making recommendations to the Board of Directors, and maintaining an after-action review for all events. The Events Director shall be empowered to vote on all matters of the Board of Directors.

6.14 GRANBURY POLICE DEPARTMENT (GPD) LIAISON OFFICER

A GPD officer (as appointed by the GPD) shall interface with CPAA at both the Board of Director and Association level to facilitate seamless and transparent policy, procedural, organizational and activity synergies between the two organizations. The liaison position will be a non-voting position for both the CPAA Board of Directors and Association.

6.15 CITIZEN-ON-PATROL (COP) LIAISON POSITION

The COP organization, whose membership resides wholly within the Association, shall appoint one of its members to provide to the Board and the Association informational updates and changes concerning the COP program. The position is a non-voting member of the Board.

ARTICLE 7 – COMMITTEES

7.01 COMMITTEES

The Board of Directors may request a committee to examine and explore questions, procedures, and activities presented to the CPAA and the Police Department. The committee will present and make recommendations to the Board of Directors based upon its findings. A committee shall be composed of a minimum of three regular members. In the absence of a sufficient number of volunteers, the Board of Directors may appoint members in order to fill positions.

7.02 COMMITTEE MEMBERS

Each newly elected President shall reappoint or appoint new committee members to each committee with the approval of the Board of Directors. These appointments shall take place at the general meeting as needed.

The President or designee shall be an ex-officio (non-voting) member of each committee. Each committee chairperson shall report to the Board of Directors and attend the Board of Directors meetings. Each committee shall make no binding policy without approval of the Board of Directors.

Each Director may solicit the request for the formation of a committee for their respective areas. Each Director will develop and maintain a record of the procedures utilized during the year in order to pass along to their successor.

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 the name of the Association shall be signed by two officers. 'The GDP Liaison Officer, as defined under Section 6.15, shall be an authorized signatory to the Association bank account and holder of the bank account debit card'. Any check issued to a board member shall not be signed by that board member. No check shall be issued without approval from the Board. All expenses in excess of \$250.00 must have the prior approval of the membership.

8.02 DEPOSITS

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

8.03 DONATIONS

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

8.04 USE OF ASSOCIATION DEBIT CARD

Following are the controls and procedures for use of the Debit Card associated with the Association's designated bank account.

1. The Association's Debit Card shall be held at all times by the GPD Liaison Officer.
2. No use of the Debit Card shall be made without approval from the Board unless said use is for a designated Reserve Funds item previously approved by the Board and membership.
3. As set out in Section 8.01 herein no non-reserve fund expenditure in excess of \$250.00 shall be made with the Debit Card without prior membership approval.
4. Any approved expenditure with the Debit Card regardless whether Reserved or non-reserved funds shall be forwarded via e-mail or other approved notification method shown herein to the Treasurer within 24 hours of the transaction. In addition, the Treasurer must receive within 72 hours a receipt, sales slip or other documentation showing the total funds expended, the date of the transaction and from whom the purchase was made.
5. Each use of the Association's Debit Card is restricted to a single payment transaction with a single supplier.
6. The GPD Liaison Officer shall not allow any use of the Debit Card by any Association member or outside party unless prior approval of the President or Treasurer is obtained.

ARTICLE 9- BOOKS AND RECORDS

9.01 BOOKS AND RECORDS

The appropriate officers shall keep correct and complete books and records of accounts as described in their duties. All books and records of this Association may be inspected by regular members upon 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 COMMITTEE

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.

ARTICLE 10- FISCAL YEAR

10.01 FISCAL YEAR DESCRIPTION

The fiscal year of the Association shall be the calendar year – January to December.

ARTICLE 11 – DUES

11.01 ANNUAL DUES

The Board of Directors with approval of two-thirds of regular members present at the general meeting determines the amount of annual dues payable to the Association by regular members at the November meeting.

11.02 PAYMENT OF DUES

Regular member dues are due and payable by the first general meeting in January each year. If annual dues remain unpaid through March 1 of that year, the member will be considered a non-voting member. Initial membership dues for the current year CPA class will be waived for their class year.

ARTICLE 12 - CONDUCT AND PERFORMANCE STANDARDS

12.01 PURPOSE OF THIS ARTICLE

This article is intended for organizational use only and does not apply in any criminal or civil proceeding. The organizational policy should not be construed as creating a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this section will only form the basis for organizational sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting.

12.02 SCOPE OF RULES

The following rules shall be applicable to all members of the CPAA. Throughout these rules, unless otherwise specified, the term “members” refer to all members in good standing of the CPAA. Violations of the CPAA By-laws, Directives, and/or local, state, or federal law may subject the offender to disciplinary action which includes, but is not limited to, oral reprimand, written reprimand, demotion, or termination. The disciplinary action taken will depend on the degree of severity of the offense, the record of the offender, and the seriousness of the consequences of the violations. If the nature of the violation necessitates, the member may be referred to the appropriate authorities.

1. All members shall report to the Board any violation of the CPAA By-laws, and/or local, state, or federal law.
2. Members are required to establish and maintain a working knowledge of the rules contained in the By-laws. All members shall comply with the rules, regulations, directives, and procedures of the CPAA.

3. NO WEAPONS ARE AUTHORIZED. Any member of the program, while on duty or in uniform, who is found in possession of any weapon may be terminated from the program. This includes Handgun License holders. (Note: This restriction does not apply to member's carrying a concealed legal foldable pocket knife.)

12.03 Good Standing

A member is in good standing if dues are paid and they are in compliance with the scope and rules of the CPAA By-laws.

ARTICLE 13 UNIFORM AND INSIGNIA

13.01 UNIFORM AND CITIZENS POLICE ACADEMY ALUMNI PATCH-INSIGNIA

The approved CPAA patch used on all uniform shirts and jackets shall be affixed to the left chest 4 inches from the top seam and 3 inches from the arm seam.

Class A Uniform

1. The Class A uniform will be worn when participating at a ceremonial event or when specifically directed by a CPAA Board Member or sworn officer. The Class A uniform shall consist of the following:
 - a. Yellow button down long-sleeve uniform shirt with black slacks.
 - b. Solid white or black T-shirt without any writing, logos, holes, tears, or stains, worn under the uniform shirt.
 - c. Solid black leather belt with solid silver colored simple buckle.
 - d. Solid black shoes or boots. No open toe or high heel.
 - e. No hats will be worn with the Class A uniform.
 - f. New members will be required to purchase the standard Class A uniform consisting of the long sleeve shirt with patches, uniform slacks, belt, boots or shoes.

Class B Uniform

2. The Class B uniform shall be worn while participating at an event or any time other than when Class A uniform is required when representing the CPAA.
3. The Class B Uniform shall consist of the following:
 - a. Yellow button down short or long sleeve shirt, Polo shirt, or T-Shirt.
 - b. Black pants or shorts (bulky cargo pockets are prohibited).
 - c. Solid black leather belt with solid silver simple buckle.

- d. Closed toe and low heel shoes appropriate for assignment.
- e. Yellow CPAA cap or Black non- Logo baseball cap, or other head wear with prior approval. (optional)
- f. Black knit “watch” cap. (optional)
- g. New members will be required to purchase the necessary pieces to complete a Class B uniform.

ARTICLE 14- AMENDMENTS TO BY-LAWS

14.01 AMENDMENTS TO BY-LAWS

These By-laws may be altered, amended, or repealed and new By-laws may be adopted by a majority vote of a quorum of the regular members in good standing present at any regular or special meeting. At least two (2) weeks’ notice in writing or by email shall be given to all regular members of an intention to alter, amend, or appeal these By-laws. Two (2) weeks’ notice in the form of an email will be recognized to inform regular members of an intention to alter, amend, or repeal these By-laws.

In the event of an emergency, the Board of Directors will meet and represent the regular members as a whole and two-thirds majority vote will rule. Paper copies will be available upon request.

ARTICLE 15- DISSOLUTION

15.01 DISSOLUTION

Upon the dissolution of the Association, assets shall be distributed to the Granbury Police Department 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 organizations or organizations which are organized exclusively for 501(c) 3 purposes.

ARTICLE 16-CONFLICT OF INTEREST

16.01 MEMBERS’ CONFLICTS

Each officer and the program coordinator of the CPAA shall in the course of his/her duties on behalf of the CPAA, act with strict loyalty and fidelity to the best interests of the CPAA, exercise the utmost good faith in all matters and transaction involving the CPAA and adhere to the highest ethical standards of fiduciary duty as an officer and/or program coordinator of the CPAA. Each officer and the program coordinator of the CPAA shall endeavor to avoid, to the best of his/her ability, any situation which may result in a compromise of his/her duty to the CPAA, and each officer and/or program coordinator shall endeavor to avoid even the appearance of a conflict of interest which may have an adverse effect on the CPAA.

