

Revised/Accepted March 7, 2022

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Accepted November 07, 2011

## **Statement of Purpose**

As a matter of daily business, duties and tasks of the elected officers and board of directors and of the general membership of the Garland Citizen Police Academy Alumni Association, hereafter referred to as the “Association”, are subject to change. Currently, to change the duties requires a change in the bylaws. Therefore, it is necessary to create a policy of standardization for operation of the Association. This document can be modified as necessary when changes are deemed necessary by two-thirds (2/3) vote of the Executive Board without a modification to the By-laws.

Accepted November 07, 2011

## **Section A: Definitions**

### **Definitions**

**In good standing** – A member is current on payment of dues and not in violation of the Association's Code of Ethics.

**Executive Board** – The elected officers and directors.

**Related** – Grandparent, Grandchild, Parent, Child, Sibling, Spouse, or Significant Other.

**Significant Other** – A person with whom someone has an established romantic or sexual relationship.

Accepted June 16, 2016

## **Section B: Duty Descriptions**

### **Duty Descriptions**

Auditing Committee – audit the financial health of the association at least once per year.

Nominating Committee – The nominating committee has the responsibility to determine the eligibility as well as the willingness to serve of all nominees.

Sergeant at Arms – The Sergeant at Arms will maintain order and content in all Executive Board and general membership meetings. Meeting structure will be the responsibility of the Sergeant at Arms, keeping order and decorum in the meeting.

The Sergeant at Arms will be knowledgeable of, and have access to, the Association Bylaws, Policies and Procedures manual, and Robert's Rules of Order Newly Revised. The position of Sergeant at Arms will preferably be an Executive board member who has these qualifications. If no Executive Board members is qualified or willing to serve, a regular member who is qualified and willing may be appointed by the President of the Association. If the Sergeant at Arms is appointed he/she will have no voting rights in the Executive Board meetings.

Accepted November 07, 2011

## **Section C: General Meeting Procedures**

### **General Meeting Procedures**

General membership meetings should begin with the Pledge of Allegiance.

General Meetings should include a business segment, to include:

- 1.) Approval of previous general meeting minutes
- 2.) Presentation of Treasurer's report
- 3.) Recap of the Executive Board meeting

Association donations to other organizations should be explained: to whom, how much, what for, etc.

In the event that hard copies of the Treasurer's report are handed out at any meeting, those copies will be collected by the Treasurer at the end of the meeting.

#### **Attendance**

Attendance at Board of Director & General Meetings is limited to Alumni members and/or current graduates of the CPA classes who anticipate joining the Garland Citizen Police Academy Alumni Association. No non-members or children will be allowed in attendance at Board or General Meetings except at the Christmas dinner. (Only one guest but no children) Any member of law enforcement is welcome anytime.

Revised March 7, 2022

## **Section D: Executive. Board Meeting Procedures**

### **Executive Board Meeting & BOD Voting Procedures**

The President only votes to break or cause a tie unless the vote is by secret ballot as stated in the current edition of Robert's Rules of Order Newly Revised.

The Executive Board will conduct all business matters, including voting during normal Board Meetings unless a situation occurs on which a vote absolutely cannot wait until the next BOD meeting, then such vote can be done by email requiring a response from a majority of the Board for approval.

Not responding to an email requiring a vote is subject to the same attendance requirement as outlined in Section K page 13.

In the event that hard copies of the Treasurer's report are handed out at any meeting, any copies given to non-Executive Board members will be collected by the Treasurer at the end of the meeting except from members of the Auditing Committee, if present.

Non- board members will be given the opportunity to speak during the meeting (when acknowledged by the President) if conversation is relevant to the topic of discussion and if it provides additional information to benefit the Association.

Accepted June 6, 2016

## Section E: Election Process

### Election Process

- All positions on the Executive Board will be voted on at the same time.
- Late arrivals cannot vote if the nominating committee has “closed the election”.
- If a run-off is necessary, only members who originally voted can vote in the run-off.

### Nominating Committee

The Nominating Committee shall consist of 3 to 5 members who are appointed by the Executive Board, agree to serve on said committee, and who do not desire to be candidates themselves.

The membership chairman (Director) will provide a list of eligible candidates to the nominating committee. The Nominating Committee will refer to this list for acceptance or denial of any member who notifies the committee of their desire to serve.

At the February elections all candidates on the ballot will be given an opportunity to present their qualifications and reasons for their desire to serve, regardless if election is by acclamation or secret ballot.

**\*\* See attachments for Procedure for Voting by Acclamation**

Accepted June 6, 2016

**Section F: Installation of Executive Board**

## **Installation of Executive Board**

Installation of Officers and Directors shall take place at the next meeting of the general membership following their election.

Presentation of certificates will be presented to board members ending their current term. An oath of office will occur for those remaining on the board and those newly elected. A copy of the oath will be signed by each board member and filed with the Secretary.



Accepted November 07, 2011

**Section G: Committees**

## **Committees**

Committee budgets, if required, will be determined by the Executive Board. Budget increases require prior approval of the Executive Board.

Committees are advisory in nature. The Executive Board has the decision-making responsibility, except as delegated by the Executive Board.

Accepted June 6, 2016

## **Section H: Expenditures**

### **Expenditures**

As referenced in Section 6.01 of the bylaws, exceptions for expenditures are determined by the board.

All other expenditures will require board approval, including any use of the debit card. Any expense of \$500 or more should be by check.

The use of debit card will be limited if necessary and with board approval.

Accepted November 07, 2011

**Section I: Record Inspection Process**

## **Record Inspection Process**

The written request stating specifically what record is desired to be inspected must be presented to the Executive Board.

The Association will comply as soon as possible but not later than forty-five (45) days from the receipt of request.

Accepted June 6, 2016

## **Section J: Volunteer Hours Recording**

### **Volunteer Hours**

The volunteer coordinator for the function involved collects the data and reports quarterly to the general membership, Board of Directors and the GPD Liaison via email, hard copy, or oral reporting. Periodic reporting of this information should be done to the general membership and made available to the GPD.

Revised: March 7, 2022

## **Section K: Attendance Requirements**

### **Attendance Requirements for Executive Board Members**

Any Executive Board member who misses three (3) regular and/or Executive Board meetings in an elected or appointed term may be required to resign from the Executive Board position.

Attendance and absentees will be recorded by the Secretary.

Accepted June 6, 2016

## **Section L: Website & Facebook**

### **Association Website and Facebook**

Items posted on the Website shall include the Association Bylaws and the current Policies and Procedures manual.

Facebook page postings shall not violate the Association's Code of Ethics. Negative Facebook postings will not be allowed and subject to disciplinary action & possible termination of an alumni member.

No content that might be embarrassing, detrimental, or slandering of an individual or the PD will be permitted.

Any pictures that contain images of officers of the GPD (or of other law enforcement agencies) cannot be posted to the Website or the Facebook page unless written consent from the officer is obtained.

Accepted November 07, 2011

## Section M: Closed Meeting

### Executive Session for Disciplinary Issues

- Executive session can have no observers and no minutes are taken. The only written record will be a basic paragraph detailing who was present, when and where the meeting was held, and the ultimate outcome of the meeting. This meeting will not be filed as an open record.
- What transpires in an executive session is not to be discussed outside of the people that were present, except an announcement containing minimal details made to the general membership if the situation calls for such announcement.
- No other business can be discussed, only the actions to which the session was called.
- Up to 2 opportunities to appear will be given.
- The accused will be given up to 5 minutes to discuss the issues.
- Any vote taken will be done outside the presence of the affected party.
- An expulsion of a member requires a two-thirds (2/3) vote of the Executive Board. Any paid membership dues for the current year may be refunded upon written request with Executive Board approval per the bylaws.

Accepted October 8, 2012

**Section N: CPA Class Membership Process**

**Membership/Current CPA Class**

A current CPA class member will be allowed to join the Garland Citizen Police Academy Alumni Association once they have completed Class# 9 of their CPA Class schedule.



Accepted November 05, 2018

## **Section O: Convention Registration**

### **Convention Registration**

Registration fee minus the State Association Fee will be offered to all Garland CPAAA Board members.

#### **Requirements:**

- Board member must be able to attend all days of the event
- Board member must be able to fulfill assigned duties or schedule
- Board member is responsible for his/her own State dues

#### **Consequences:**

- If registration is paid and the Board member is unable to meet the requirements listed, they have 30 calendar days to refund the full amount of the Registration fee to the GCPAAA.
- If not refunded, future action would be dismissal from the Board.

Accepted November 05, 2018

**Section P: Event Volunteer Request Form**

## Request for Volunteers

Please fill out this form and submit to the GCPAAA Board of Directors for consideration.

Requestor name: \_\_\_\_\_

Contact info: \_\_\_\_\_

Event: \_\_\_\_\_

GPD Event or \*City of Garland Event: \_\_\_\_\_

\*City of Garland events require 30-day notice before the event date

Date of Event: \_\_\_\_\_

Number of Volunteers needed: \_\_\_\_\_

Hours needed: \_\_\_\_\_

Duties/Responsibilities: \_\_\_\_\_

Any additional comments:

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*Garland Citizen Police Academy Alumni Association*  
**THANK YOU!**

Accepted November 05, 2018

**Section Q: Donation Request Form**

## Donation Request Form

Please fill out this form and submit to the GCPAAA Board of Directors for consideration.

Requestor name: \_\_\_\_\_

Contact info: \_\_\_\_\_

Amount of request: \_\_\_\_\_

\*Reason/Purpose: \_\_\_\_\_

Board meets 1<sup>st</sup> Monday of each month

Request should be submitted **at least 10 days** prior to the Board meeting.

**\*Additional comments for reason/purpose,** details for the request required:

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*Garland Citizen Police Academy Alumni Association*  
**THANK YOU!**

Original: March 7, 2022

Section R: Answering Emails (messages)

## **Answering Emails – Executive Board**

Purpose: A timeframe to respond to the person(s) email will be 24 hours of receipt, if only to reply “Received” if the email subject line is “**Action Required**” an action must take place with a reply to the sender.

If the email is directed to one person, that person will be listed at the beginning of the body of the message. If the communication is to the entire board, it will be addressed “Board” in the beginning of the message.

Note: If communication is to the entire board, your reply must be sent as Reply All.

Not responding to an email requiring a vote is subject to the same attendance requirement as outlined in Section K page 13.

Accepted June 06, 2016

## Code of Ethics

The following Code of Ethics is established to guide the conduct of the members of the Garland Citizen Police Academy Alumni Association. Violation of this Code of Ethics may be considered cause for termination of membership from the Association.

1. The Association does not sanction and will not tolerate language or behavior of any form, which is or can be perceived as attempt to slur, threaten, harass, or shame any person in regard to race, color, religion, age, national origin, gender, or disabilities.
2. No member of the Association shall in any way represent themselves as an officer, employee, or representative of the Garland Police Department.
3. 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.
4. All clothing or items identifying the Association or GPD can only be purchased or worn by a member in good standing.
5. Members of the Association shall be aware of the location and situation in which they wear clothing displaying the name, logo, or any reference to the association, Garland Citizen Police Academy, or the GPD. Clothing bearing any of these referenced emblems will not be worn on a GPD Ride-Out or in inappropriate places such as bars or clubs, or while consuming alcohol.

Accepted June 6, 2016

Code of Ethics continued

6. The Association will not tolerate disruptive influences or behaviors by any member.
7. The Association expects members to support human dignity by refraining from any discriminations or harassment.

In doing so:

- are expected to maintain high standards of personal conduct
  - are expected to conduct themselves in a courteous and civil manner
  - shall not interfere with the learning opportunities of another member
  - are expected to work toward a constructive resolution of conflicts
  - are expected to regard diversity as a resource that enriches the learning environment through the sharing of different perspectives and ideas
  - are expected to refrain from vulgar or obscene language or behavior
  - complaints should be handled by requesting a subject be put on the next Executive Board meeting agenda; emails are not the method of resolving complaints
  - emails regarding the Association must be sent to the entire Executive Board
8. The Association does not allow members or guests to bring or carry firearms or weapons to any event or meeting. A concealed or open carry permit is **NO EXCEPTION**.



## GCPAAA Election Ballot – Board Officers

Accepted November 14, 2011

### President

	Name	Vote
1.		
2.		

### Vice President

	Name	Vote
1.		
2.		

### Treasurer

	Name	Vote
1.		
2.		

### Secretary

	Name	Vote
1.		
2.		

### Board

	Name	Vote
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		

## Accepted Nov 14.2011

20 \_\_\_\_\_

[illegible]



Accepted November 5, 2017

## Procedure for Voting by Acclamation

If there is only one candidate seeking a position and there are no other nominations from the floor, you may call for a vote by Acclamation.

Acclamation is a voice vote, in which the voting group is asked who favors and who opposes the proposed candidate. In the event of a lack of opposition, the candidate is considered elected”.

The steps to accomplish this are as follows:

- Ask “Are there any nominations from the floor?”
- If there are none... announce “*there are no other nominations, nominations are closed.*”
- Ask for “*all in Favor of electing these candidates – “Aye”*”
- Ask for “*any opposed say Nay*”
- If no one opposes, then announce: “*The candidates are elected to their respective positions on the Garland CPAAA Board of Directors*”.
- “*They will be sworn into their respective positions next month at the general meeting with the Oath of Office.*”

Installation of officers and Directors shall take place at the next meeting of the general membership following their elections.

## *Oath of Office*

**FOR**

### **GARLAND CITIZEN POLICE ACADEMY ALUMNI ASSOCIATION**

I, \_\_\_\_\_, DO SOLEMNLY SWEAR IN THE PRESENCE OF MY  
FELLOW MEMBERS  
AND FRIENDS TO UPHOLD THE OFFICE OF \_\_\_\_\_ TO THE BEST  
OF MY ABILITIES. I  
REALIZE IT IS AN IMPORTANT RESPONSIBILITY, AND I WILL CONDUCT  
MYSELF ACCORDINGLY.

I WILL BE A LEADER, AND STRIVE TO MAKE DECISIONS FOR THE BETTERMENT  
OF THE  
ASSOCIATION AND WHEN THE OFFICE IS VACATED I WILL SHARE WHAT I  
HAVE LEARNED WITH  
MY SUCCESSOR.

SO HELP ME GOD

\_\_\_\_\_  
**SIGNATURE**

**SWORN OFFICER**

\_\_\_\_\_  
**GCPAAA PRESIDENT**

**DATED** \_\_\_\_\_

# Certificate of Appreciation

The Garland Citizen Police Academy Alumni Association

awards this expression of appreciation to

*NAME*

(Title)

For (number of years) service and dedication as (position) of the  
Garland Citizen Police Academy Alumni from March (year) to February (year)

Presented (DATE)

\_\_\_\_\_  
(Name) President

