

BYLAWS OF THE  
GARLAND CITIZEN POLICE ACADEMY ALUMNI ASSOCIATION, INC.

**ARTICLE I - PRINCIPAL OFFICE**

Section 1.01. The principal office of the Garland Citizen Police Academy Alumni Association Inc., hereafter referred to as the "Association" will be located in the office of the Garland Police Department, City of Garland, County of Dallas, in the State of Texas. The Association may have such other offices, either within or without the State of Texas, as the Executive Board may determine or as the affairs of the Association may require.

**ARTICLE II - Purpose**

Section 2.01. The purpose will be to bring together graduates of the Garland Citizen Police Academy to enhance the relations and public awareness between the community and the police department through continuing education, community service projects and direct support of the Garland Police Department. This will be done within the meaning of Internal Revenue Code Section 501(c) 3 and the Texas Tax Code Section 11.

**ARTICLE III - MEMBERS**

Members

Section 3.01. Members: Will be graduates of the Garland Citizen Police Academy who have paid their annual dues, without regard to age, creed, race, or sex (or by transfer -see Section 3.09).

Annual Dues

Section 3.02. The Executive Board will determine the amount of initiation fees, if any, and the annual dues payable to the Association by members.

Payment of Dues

Section 3.03. Dues will be payable on or before the first day of the annual year. Dues of any new member may be prorated as determined by the Executive Board for the remainder of the current annual year of the Association.

Voting Rights

Section 3.04. Members will be entitled to one (1) vote on each matter submitted to a vote of members. No voting by proxy will be allowed.

Termination of Membership

Section 3.05. The Executive Board, by two-thirds (2/3) affirmative vote may suspend or terminate a member for violation of the Code of Ethics as defined in the Association's Policies and Procedures or for cause as defined by the Executive Board after an appropriate hearing. Upon a signed written request to the Secretary and approval of the Executive Board, a terminated member's current year annual dues, if paid, may be refunded.

Default of Membership

Section 3.06. Any member in default of payment of dues for a period of two (2) months from the beginning of the annual year or period for which such dues become payable will no longer be a member of the Association and will be removed from email distribution.

Resignation

Section 3.07. Any member may resign by filing a written resignation with the Secretary. Paid dues for a resigning member will not be refunded.

### Reinstatement

Section 3.08. Upon written request signed by a former member and filed with the Secretary, the Executive Board may reinstate such former member to membership. If such member makes such a request during the same membership year as their resignation and dues have been paid, then payment of dues would not be necessary. If a new membership year has commenced, then membership dues would be due for the full annual year.

### Transfer of Membership

Section 3.09. This Association may accept transfer of membership from any person who is in good standing in any other duly organized Citizen Police Academy Alumni Association. All transfers of membership must be approved by the Association Executive Board. All those transferring is encouraged to complete the Garland Citizen Police Academy course at the earliest opportunity.

### Disputes

Section 3.10. All disputes will be handled in the following sequence: Association's Bylaws, Association's Policies and Procedures, the current edition of Robert's Rules of Order Newly Revised.

## **ARTICLE IV - OFFICERS/DIRECTORS**

### Officers

Section 4.01. The Officers of the Association will be a President, a Vice President, a Secretary, and a Treasurer.

### President

Section 4.02. The President will be the principal executive officer of the Association and will, in general, supervise all of the business and affairs of the Association; will preside at all meetings of the members and of the Executive Board; may sign, with the Vice President, Treasurer, or Secretary, necessary documents; and in general, will perform all duties incident to the office of the President. The President may appoint a member to serve as Sergeant at Arms.

### Vice President

Section 4.03. The Vice President will perform the duties of the President in the absence of or in the event of an inability or refusal to act by the President, and when so acting, will have all the powers of and be subject to all the restrictions upon the President. The Vice President will perform such other duties as assigned by the President or by the Executive Board.

### Treasurer

Section 4.04. The Treasurer will have charge and custody of and be responsible for all funds and securities of the Association; receive and give receipts for monies due and payable to the Association; deposit all monies in the name of the Association in such financial institutions as selected in accordance with the provision of these bylaws (see section 8.02); and in general perform all duties incident to the office of the Treasurer and such other duties as assigned by the President or by the Executive Board.

### Secretary

Section 4.05. The Secretary will keep the minutes of the general membership and Executive Board meetings in one or more books provided for the purpose; give all notices in accordance with the provisions of these bylaws or as required by law; keep a register of the mailing address of each member which will be furnished to the Secretary by each member; and in general perform all duties incident to the office of the Secretary and other duties as assigned by the President or by the Executive Board.

### Directors

Section 4.06. Seven (7) Directors will serve as voting members of the Executive Board. Six (6) will be elected by the membership and one (1) being the most recent available past President. If no past President is available, then seven (7) Directors will be elected. The Directors will perform duties as may be assigned to them by the President.

### Nominations/Eligibility

Section 4.07. Nominations for Association Officers and Directors will be made by a Nominating Committee appointed by the Executive Board at least four weeks prior to the December meeting. The Nominating Committee will present its report at the regular January meeting and will present only the names of members in good standing who have consented to serve if elected. Further nominations may be made from the floor at the time of the election by any member in good standing. Nominees will be members in good standing for a minimum of one (1) year prior to the date of elections. Nominees for office of the President must have served on the Executive Board for at least one (1) term. No nominee can be related to another nominee as defined in the Association's Policies and Procedures.

### Voting

Section 4.08. The election will be held at the February general meeting by secret ballot or by acclamation if unopposed. A nominee can run for only one (1) position. The election will be conducted in accordance with the Association's Policies and Procedures.

### Vacancies

Section 4.09. In the event of a vacancy in any office for any reason, the President will appoint a qualified (see Section 4.07) replacement for the unexpired term.

## **ARTICLE V - MEETINGS**

### Meetings

Section 5.01. Regular meetings will be held each month with the date, time and place set by the President.

### Board Meetings

Section 5.02. The Executive Board will meet each month with the date, time and place set by the Executive Board unless it is determined that there is no need to have such meeting in any particular month. This will be determined by a poll of the Executive Board via e-mail, telephone or by mail. Additional board meetings may be called by the President or by a majority of the Executive Board.

### Special Meetings

Section 5.03. Special meetings of the membership may be called by the President or by a majority of the Executive Board at a date, time, and place of their choosing. Members will be notified no less than twenty-four (24) hours in advance of a special meeting.

### Quorum

Section 5.04. The presence of greater than fifty (50) percent of the average number of members who have attended the previous twelve (12) consecutive regular meetings will constitute a quorum. At each meeting, the required attendance information to determine a quorum will be available. A quorum will be necessary to conduct the business of the Association when a vote is required.

## ARTICLE VI - EXECUTIVE BOARD

### Duties

Section 6.01. The Executive Board will determine the policies and activities of the Association, discipline members, approve all expenditures, and have general management of the Association. Any exceptions to the approval of expenditures by the Executive Board would, if needed, be as defined in the Association's Policies and Procedures.

### Officers

Section 6.02. The Executive Board will consist of the elected Officers and Directors of the Association. Officers and Directors will serve a term of one (1) year or until a successor has been elected and installed. There will be no term limits.

### Quorum

Section 6.03. A quorum will consist of six (6) or more members of the Executive Board, to include either the President or Vice President. If both the President and Vice President are unavailable, either in person or via electronic communication, then a quorum does not exist.

## ARTICLE VII - COMMITTEES

### Committees

Section 7.01. The President may designate and appoint one or more committees and the members thereof, with the exception of the Nominating Committee (see Section 4.07). The committees can be dissolved by the President or a majority vote of the Executive Board. Committee(s) will dissolve at the completion of their specified task. The President will serve as an ex-officio officer of all committees, except the Nominating Committee.

### Term of Appointment

Section 7.02. Each member of a committee will continue as such until a successor is appointed, unless the committee will be sooner terminated, or unless such member will cease to qualify as a member in good standing.

### Chairman

Section 7.03. One member of each committee, except the Nominating Committee, will be appointed Chairman by the President.

### Vacancies

Section 7.04. Vacancies in the membership of any committee, except the Nominating Committee, may be filled by appointment of the President.

### Quorum

Section 7.05. Unless otherwise provided in the appointment of a committee, a majority of the whole committee will constitute a quorum and the act of a majority of the members present at a meeting at which a quorum is present will be the act of the committee.

### Rules

Section 7.06. Each committee may adopt rules for its own government not inconsistent with these Bylaws, the Association's Policies and Procedures or the Articles of Incorporation. Each committee will report to the Executive Board and will make no binding policy or agreement without the approval of the Executive Board.

## **ARTICLE VIII - FINANCE/RECORDS**

### Expenditures

Section 8.01. All checks, orders for payment of money, or any other evidences of indebtedness issued in the name of the Association will require two (2) signatures. The signatories will be the Treasurer and the President or in the absence of either the Vice President has the authority to sign.

### Deposits

Section 8.02. All funds of the Association will be deposited in a timely matter to the credit of the Association in such financial institutions as the Executive Board may select.

### Gifts

Section 8.03. The Executive Board may accept on behalf of the Association any contribution or gift, if the contribution or gift is in accordance of the stated purpose as defined in Article II.

### Records

Section 8.04. The Association will keep accurate books and records of accounts, minutes of its members and Executive Board proceedings and a record giving names and addresses of the members entitled to vote. Upon written request, all books and records of the Association may be inspected by the members for any proper purpose at any reasonable time. All records maintained for the Association by the Executive Board or a member of the Association are the sole property of the Association and will be turned over to the Executive Board upon completion of an officer's term in office or upon request by the Executive Board. An auditing committee will be required (duties defined in the Association's Policies and Procedures).

## **ARTICLE IX - ANNUAL YEAR**

Section 9.01. The annual year of the Association will begin on the first day of March and end on the last day of February in each year.

## **ARTICLE X - PARLIAMENTARY AUTHORITY**

Section 10.01. The rules contained in the current edition of Robert's Rules of Order Newly Revised will govern the Association in all cases to which they are applicable and in which they are not inconsistent with these Bylaws, the Association's Policies and Procedures and the Association's Articles of Incorporation.

## **ARTICLE XI - AMENDMENTS TO BYLAWS**

Section 11.01. These bylaws may be amended at any regular meeting, in which a quorum is present, by a two-thirds (2/3) vote of the members, provided notice of the proposed amendment(s) will have been given at least two (2) weeks prior to the meeting.

## **ARTICLE XII - DISSOLUTION**

### Dissolution

Section 12.01. This Association may only be dissolved by a three-fourth (3/4) vote of the Executive Board.

### Distribution of Funds

Section 12.02. In the event this Association is dissolved, the remaining funds after payment of any indebtedness for which the Executive Board has made no provision, will be distributed consistent with the Articles of Incorporation of the Association, as required by non-profit 501 (c) 3 regulations.

Adopted by the Charter members on the 28th day of August 1993

Amended November 14, 1995

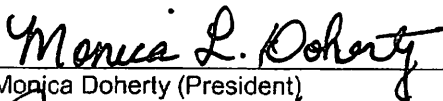
Amended February 2, 1999

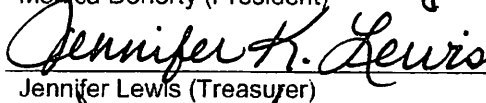
Amended August 13, 2001

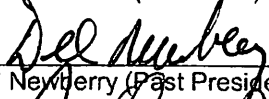
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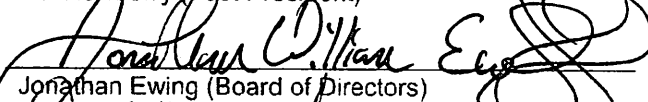
Amended November 14, 2011

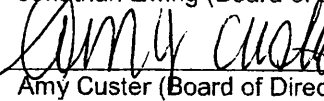
Amended January 13, 2020

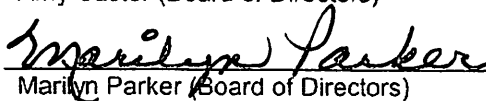
  
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Monica Doherty (President)

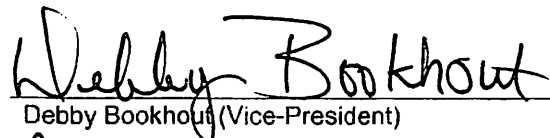
  
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Jennifer Lewis (Treasurer)

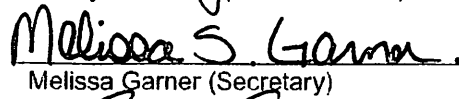
  
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Del Newberry (Past President)

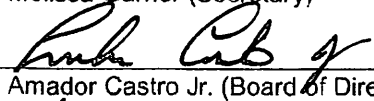
  
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Jonathan Ewing (Board of Directors)

  
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Amy Custer (Board of Directors)

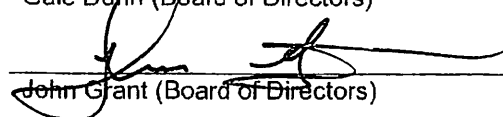
  
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Marilyn Parker (Board of Directors)

  
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Debby Bookhout (Vice-President)

  
\_\_\_\_\_  
Melissa Garner (Secretary)

  
\_\_\_\_\_  
Amador Castro Jr. (Board of Directors)

  
\_\_\_\_\_  
Gale Durin (Board of Directors)

  
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John Grant (Board of Directors)