

**GILBERT CITIZENS' POLICE ACADEMY
ALUMNI ASSOCIATION
BYLAWS
Rev. 1, January 2018**

Article I Organization

Section 1. The name of the organization shall be the Gilbert Citizens' Police Academy Alumni Association, herein after referred to as the "Association".

Section 2. This Association was established in February 1996.

Section 3. All proceedings of this Association shall be conducted under and pursuant to Robert's Rules of Order, except as herein otherwise provided.

Article II Purpose

Section 1. The Association, in partnership with the Gilbert Police Department will work through innovative leadership and dedication to provide services and assistance to the Community of Gilbert. "Dedicated to Support and Assist Gilbert's Police".

Article III Membership

Section 1. Definitions

- a. Regular membership shall be open to any graduate of the Gilbert Citizens' Police Academy.
- b. A member in good standing is a member whose dues are paid and has maintained the eligibility criteria to attend the Citizen Police Academy, and has not been suspended or terminated.

- c. A Life Member shall be one who has held the position of the Association President and their dues will be waived.

Section 2. Dues

- a. Annual dues shall be determined by the Executive Board.
- b. The fiscal year and dues will run January 1 through December 31.
- c. Dues are payable at the January General Meeting. If dues are not paid in January, member will lose voting privileges until dues are brought current. If dues are not paid by the March General Meeting the member will be dropped from the membership roll and must turn in his/her photo identification badge.
- d. Citizens Police Academy class attendees that graduate are eligible for membership in the Association. New members, depending on the month they join, will pay pro-rated dues. These dues will be adjusted down 25% of full membership dues per quarter.

Section 3. The Executive Board, after an appropriate hearing and an affirmative vote of two-thirds of the Executive Board members, may censor, suspend, terminate a member for cause, or deny membership.

Article IV Officers; Duties; Terms; and Management

Section 1. The Executive Board shall be comprised of the officers of the Association. Candidates for all offices must be members in good standing at the time of nomination and for the duration of their term. The officers shall consist of:

President: It shall be the duty of the President to preside over and develop agendas for all meetings of the Association. Present views of the Association to the Police Department liaison requiring alumni representation, and perform such other duties as the office may require. The President shall be further empowered to sign checks on behalf of the Association.

First Vice President: The First Vice President will preside in the absence of the President assuming all his/her powers and duties and any/all other duties as assigned by the

President. It shall be the duty of the Vice President to serve as Chairperson of the Fundraising Committee.

Second Vice President: The Second Vice President will preside in the absence of the President and First Vice President assuming all their powers and duties and any/all other duties as assigned by the President. It shall be the duty of the Vice President to serve as Chairperson of the Membership Committee.

Treasurer: The Treasurer shall receive all monies and shall deposit them in the name of the Association in a depository approved by the Executive Board. The Treasurer shall keep, in a book provided for the purpose, an account of all financial transactions. The Treasurer shall present regular financial statements and report active member dues received to the Executive Board and General membership. The Treasurer shall be one of the signatures on the checks of the Association. The Treasurer has the authority to pay all normal recurring expenses; all other expenses must be approved by the Executive Board. The Treasurer shall at the expiration of the term of office, present a full accounting of the receipts and expenditures during said term in office, and hand over to the successor all books and monies belonging to the Association.

Secretary: The Secretary shall keep an accurate record of the minutes of all general membership and Executive Board meeting of all matters deemed important by the Association. The Secretary will keep a file of approved minutes and reports; a roster of members, committees and officers; Association representatives and other personnel. The Secretary shall send out all notices of General, Executive Board and Special meetings; send letters of thanks to speakers, guests(in conjunction with the President). The Secretary will send reminders to members assigned special duties, notify persons and committees affected by action taken by the Executive Board. The Secretary will keep an updated calendar of events, enter new policies in policy file, maintain a supply of stationary and letterhead and answer correspondence promptly (in conjunction with the President). The Secretary will keep copies of letters sent and received and present a summarized report of the past years activities at the Annual Meeting.

Section 2. The Executive Board shall authorize and approve all expenditures and bring those deemed appropriate and/or over \$1,000.00 to the General Membership for approval. The Executive Board shall hear all reports of the Association's committee chairpersons and liaisons, and generally, have charge of and be responsible for the management of the affairs of the Association.

Section 3. The Executive Board shall manage the affairs and business of the Association. The Executive Board shall act in the name of the Association when it regularly convenes by due notice to all of the Board Members announcing such meeting.

Section 4. The Executive Board shall be elected every two years at the February Meeting. All elections of officers shall be by written ballot and the candidate receiving the highest number of votes shall be elected to the respective office. In the event of a tie, the winner will be determined by the existing Executive Board.

Section 5. A presidential vacancy shall be filled by a majority vote of the full membership in attendance at the next regularly scheduled meeting following the meeting advising of the vacancy. All other vacancies on the Executive Board shall be filled by a majority vote of the remaining members of the Executive Board. A person so appointed shall hold office for the unexpired term of the member of the Executive Board whom he/she succeeds. A vacancy shall exist when an Officer is absent from his/her post for three (3) consecutive Board meetings in a calendar year. If said Board Member can show cause for his/her absence a majority of the remaining Executive Board may waive the dismissal.

Section 6. Each Board Member, with the exception of the President, shall have one vote and such voting may not be done by proxy. The President shall make no motion or amendment, nor vote at any time, except at elections, or unless the Executive Board be equally divided, then the President shall cast the deciding vote.

Section 7. An Executive Board Member may be removed for unlawful, immoral or unethical conduct by a majority vote of the full membership in attendance at the next regularly scheduled meeting following the meeting advising of such conduct.

Section 8. The Executive Board and Officers shall receive no compensation for their services as Board Members or Officers other than reimbursement of funds expended on behalf of the Association as approved by the Executive Board.

Section 9. An auditor's report shall be submitted at the March Executive Board meeting and at the General Membership meeting. Audit of the books shall be conducted by parties not affiliated with the Association.

Article V Meetings

Section 1. General membership meetings shall occur once a month. Meetings may be added or deleted at the discretion of the Executive Board.

Section 2. The Executive Board will meet monthly unless otherwise directed. Time and place will be determined by the Executive Board. Special meetings may be called by the President or members of the Executive Board and notified by email.

Article VI Voting

Section 1. Each regular member present and in good standing shall have one vote in matters before the membership.

Article VII Amendments

Section 1. Bylaws may be amended by a majority vote of those voting in any general session, provided that notice of the intention to amend and the amendment shall have been presented in writing to the Executive Board and to all members at least one (1) month prior to the meeting in which the vote is to be taken. Once the bylaws have been amended and voted on and approved they cannot be amended for six (6) months.

Article VIII Dissolution

Section 1. Should the Association be dissolved, all material possessions must be sold, and the monies obtained from the sale after all obligations are satisfied shall be donated to the Gilbert Police Department.