

WEST CHESTER CITIZEN POLICE ACADEMY ALUMNI ASSOCIATION

BY LAWS

ARTICLE I. NAME

The name of the organization is “West Chester Citizen Police Academy Alumni Association” (WCCPAAA), hereafter referred to as the “Association.”

ARTICLE II. PURPOSE

The purpose of the Association is:

Section 2.1 - To function as an interactive support program between the West Chester Police Department and the citizenry.

Section 2.2 - To expand knowledge in the area of law enforcement, crime prevention, and public safety.

Section 2.3 - To support events that are organized for charitable and/or educational purposes that qualify under section 501 (c) (3) of the Federal Internal Revenue Service (IRS) code.

Section 2.4 - To assist the West Chester Police Department in developing and coordinating various projects that are meaningful, rewarding experiences for our community.

ARTICLE III. POLICIES AND RESTRICTIONS

Section 3.1 - “Robert’s Rules of Order” shall govern the Association in orders of business.

Section 3.2 - This Association shall not in any way interfere, infringe upon, or be contrary in the policies, administration or procedures of the West Chester Police Department.

Section 3.4 - This Association shall use calendar year January 1 through December 31 for all purposes.

Section 3.5 - No part of the net earnings of the Association shall benefit or be distributable to its trustees, officers, members or other private persons, except that the Association is authorized to pay reasonable compensation for services rendered and to make payments and distribution in furtherance of the purposes set forth in Article II.

- Section 3.6 - The Association will follow the guidelines set forth under Section 501 (c) (3) of the IRS Code of 1986, as amended (the Code) to which contributions are deductible under Sections 170.2055 or 170.2522 of the Code.
- Section 3.7 - The Association shall not intervene (in any way), including the publishing and/or distribution of statements, in any political campaign on behalf of or in opposition to any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise, however members are permitted to participate as individuals. The Association and its members will be permitted to participate in potential public legislation in support of its purpose stated in Article II.
- Section 3.8 - An annual meeting will be held in January of each year to elect Officers and Board Members as outlined in section Article V as well as conduct any business necessary for the transition of leadership.
- Section 3.9 - General membership meetings shall be scheduled at least eight (8) times each year with the time and place to be determined by the Board.
- Section 3.10 - All General meetings are open to all members of the organization. Those Members in good standing present at any general meeting shall be counted toward the quorum for conducting official business. A quorum is defined as seven (7) regular members who are not Board members. Vote is by simple majority of the members present.
- Section 3.11 - The Board shall meet a minimum of two (2) meetings per year unless otherwise determined with the time and place to be determined by the President. A quorum for Board meetings is defined as five (5) Board members present.
- Section 3.12 - Special meetings may be called by the President, or other members of the Executive Committee if there are at least seven (7) days advance notice given to all members of the Association.

ARTICLE IV. MEMBERSHIP AND DUES

- Section 4.1 - Membership shall be bestowed upon individuals who are graduates of the West Chester Citizen Police Academy or any other persons who would meet the following classification:
- Regular - Graduates of the West Chester Citizen Police Academy who have paid the annual dues are eligible for regular membership.
- Associate – Any retired or active West Chester Police Officer in good standing who wishes to join the Association.

Honorary – Special recognition given to an individual who has contributed to the furtherance of the Association’s well-being. This honorary status must be approved by the Board.

A member in good standing shall be a person meeting the above classification, be current on all Association dues, and adhere to the purpose of the Association Article II.

- Section 4.2 - All applications for membership shall be acted upon by the Treasurer and submitted to the Secretary for record keeping.
- Section 4.3 - All graduates of the West Chester Citizen Police Academy shall be eligible for membership without regard to race, religion, sex, national origin, handicap or ancestry.
- Section 4.4 - Paid dues shall constitute regular or associate membership effective upon payment until December 31 of the current year. Regular membership dues are \$35.00 per year or \$500.00 for a lifetime. Lifetime membership can be paid over 5 years at \$100.00 per year. Associate membership dues are \$20.00 per year. Honorary membership is gratis.
- Section 4.5 - Membership dues for the Spring graduating class will be \$20.00 for the joining year and \$35.00 each following year. Membership dues for the Fall graduating class will be \$35.00 for the remaining months of the joining year and includes the following year.
- Section 4.6 - Only regular members in good standing may hold office and vote.
- Section 4.7 - Dues shall be set by the Executive Committee and agreed upon by the majority vote of the Board. The dues will then be agreed upon with a vote of the regular membership present at a regular General meeting.
- Section 4.8 - All members of the Association are required to sign and conform to the Rules of Conduct and Ethics for the Association.
- Section 4.9 - Any member of this Association may be suspended or expelled for violating the Rules of Conduct and Ethics and/or for good cause shown by a two-thirds vote of the Board.
- Section 4.10 - A complete audit of the Association bank account(s) and real property will be completed once a year and will be conducted at the change of each Treasurer. The audit is to be completed by the Finance Committee by March 1.
- Section 4.11 - Associate members and Honorary members are non-voting members of the Association.

Section 4.12 - A Board member may be removed from the Board by two-thirds vote of the Board with cause.

Section 4.13 - The Board by majority vote can request a special audit.

ARTICLE V. EXECUTIVE COMMITTEE AND BOARD

Section 5.1 Board Members of the Association shall be:

- President
- Vice President
- Secretary
- Treasurer
- Program Director
- Communications Director
- Sergeant At-Arms
- Past President
- Two (2) Regular Members At-Large

Section 5.2 - The Executive Committee will consist of the President, Vice President, Secretary, Treasurer and Past President.

Section 5.3 - The Board shall consist of the ten (10) members outlined in 5.1. The Board may add other members as deemed necessary for the good of the Association.

Section 5.4 - The Board shall insure that the Association follows all laws and regulations of the State of Ohio and United States Internal Revenue Code regarding nonprofit organizations.

Section 5.5 - Board Members shall serve for a term of two (2) years. At the conclusion of the President's two year term the current Vice President will assume the position of President. The members will then vote to elect a new Vice President. The outgoing President will then assume the role of Past President. This is done to keep the continuity of planning and progression of ideas moving forward for the Association.

Section 5.6 - Board members shall serve for a term of two (2) years according to the following schedule; the Vice President, Secretary, Treasurer and Program Director shall be included on the fall ballot for election and take office in January of even numbered years. The Communications Director, Sergeant At-Arms and the 2 (two) At Large Members shall be included on the fall ballot for election and take office in January of odd numbered years.

Section 5.7 - Members cannot run for more than one office at a time.

- Section 5.8 - Board Members shall not serve more than two (2) consecutive terms in the same office. An exception can be made in the case of an unfilled position or with the treasurer (to maintain continuity of the financial aspects of the Association).
- Section 5.9 - Board Members shall be elected at the January annual General membership meeting. Absentee votes will be accepted by the Election Committee and brought to the annual meeting to be counted with the votes cast by the regular members present at the meeting.
- Section 5.10 - No election will be held without notifying all regular members on website, email or US Postal Service no less than thirty (30) days prior to the election provided the member has notified secretary of no access to email or computer.
- Section 5.11 - The President's duties shall consist of:
- develop meeting agendas for and preside over all meetings of the Association
 - expound and enforce observance of the Association By Laws
 - decide all questions of order
 - appoint all committees
 - represent the Association at public affairs or assign a delegate
 - perform such other duties as the office may require
 - co-sign checks on behalf of the Association
 - sign letters of thanks to speakers, guests etc. with assistance of the Secretary
 - present a summarized report of the past years activities at the Annual Meeting.
- Section 5.12 - The Vice President's duties shall consist of:
- preside in the absence of the President assuming all his/her powers and duties.
 - serve as Chairperson of the Membership Committee.
- Section 5.13 - The Secretary's duties shall consist of:
- keep an accurate record of the minutes of all Board and General membership meetings
 - send out all notices of Board and special meetings
 - draft and send letters of thanks to speakers, guests, etc, after obtaining the Presidents signature
 - maintain the Membership Directory with the West Chester Police Department liaison
 - send reminders to members assigned special duties
 - notify persons and committee affected by action taken by the Board
 - update and maintain policy documentation including the signed Rules of Conduct and Ethics documents
 - maintain a supply of stationary and letterhead

- answer correspondence promptly (in conjunction with the President and the West Chester Police Department Liaison)
- keep copies of letters sent and received
- post minutes of the general meetings on the website.

Section 5.14 - The Treasurer's duties shall consist of:

- receive all monies and deposit in the name of the Association in a Depository approved by the Board
- keep copies of all revenue and expenditures for audit purposes
- present regular financial statements and report active member dues received to the Board and General membership
- pay all normal recurring expenses less than \$100; all other expenses must be approved by the Board
- provide the Board with an up-to-date listing of Regular Membership upon request.

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 within twenty (20) days all books and monies belonging to the Association. Signature cards for association accounts will be updated within twenty (20) days resignation or expiration of term in office.

Section 5.15 - The Program Director's duties shall consist of:

- be responsible for the organization of all educational and social activities with approval of the Board
- schedule meeting facility reservations for all activities and meetings
- assist the West Chester Police Department liaison with establishing programs to benefit the Association, West Chester Police Department, West Chester Township Community, and all groups sharing a mutual interest.

Section 5.16 - The Communications Director duties shall consist of:

- create and maintain a yearly scrapbook of Association events and post news and events on web site
- create news releases pertaining to any Association business and/or events upon the approval of the President and the West Chester Police Department Police Liaison
- maintain Association website and social media
- send reminders to members with volunteer commitments
- maintain an updated calendar of events

Section 5.17 - The Immediate Past President's duties shall consist of:

- serve as resource to the President
- advise the Board at meetings
- serve as chairperson of the Election Committee
- preside in the absence of the President and Vice President assuming all his/her powers and duties.

Section 5.18 - The At-Large member duties shall consist of:

- represent regular members at Board meetings
- assist Board Officers as needed

Section 5.19 - Sergeant At-Arms duties shall consist of:

- maintain order at all General Membership and Board Meetings
- insure that members have access to the General Meeting by seeing that the locked doors are manned to let members into the General Meeting
- post notice on the first locked door with instructions on gaining access to the meeting.

Section 5.20 - Resignation of an Officer or Board Member

If an Officer or Board Member submits his or her resignation, the resignation should be a formal letter that includes the effective date, the reason for the resignation, and the person's signature. The person resigning can mail his or her letter to the secretary or hand it to the President or Secretary in person.

Under no circumstance should the President or Secretary accept a verbal resignation. When a resignation is accepted, the office is vacant and should be immediately filled according to the rules for filling vacancies stated in the bylaws.

When submitting a resignation, the member resigning should give it to the President or Secretary only and not mail it to everyone in the organization. An e-mail resignation is acceptable.

Section 5.21 - Vacancies on the Board

Vacancies on the board may be filled by a special election by the General membership. The special election will be conducted by the Election Committee chaired by the immediate Past President

- the election must be held within sixty (60) days of the vacancy
- any current Board member wishing to run for the vacant office must resign from their current position no less than thirty (30) days prior to the special election date. The resignation is effective the day of the election.
- members elected to fill a vacancy complete the remaining term for the position and is then eligible to compete for the full term for the position.

ARTICLE VI. FINANCIAL POLICY

Section 6.1 - Any and all funds shall be derived from dues, donations from any source approved by the Board, or proceeds from fundraisers.

Section 6.2 - Funds secured by the WCCPAAA shall be used to support the West Chester Police Department. and furthering the educational programs of the WCCPAAA.

- Section 6.3 - Funds raised for a specific purpose shall be expended for that purpose. If the purpose ceases to exist after the funds are secured, the funds then can be reallocated by a majority vote of the Board.
- Section 6.4 - Any funds remaining at the end of the calendar year shall be carried over to the next calendar year.
- Section 6.5 - The President, Vice President and/or Treasurer are authorized to sign checks. Any checks \$100.00 or more require two signatures.
- Section 6.7 - Only the President, Vice President and Treasurer will be signers on the Community Foundation of West Chester/Liberty account or bank accounts.
- Section 6.8 - The WCCPAAA will maintain a checking account with a local bank or credit union to be used for ongoing operations.
- Section 6.9 - The WCCPAAA will maintain an account with the West Chester/Liberty Community foundation as long as the minimum deposit thresholds can be met.
- Section 6.10 - Funds on deposit with a local bank or credit union can be moved to the Community Foundation of West Chester/Liberty foundation with a majority vote of the Board.
- Section 6.11 - The Community Foundation of West Chester/Liberty account can be closed at any time with a majority vote by the Board and a majority vote of the members present at a General Membership Meeting after a 30 day notice to the General Membership.
- Section 6-12 - The Board may authorize a gift up to \$100.00 for a memorial or benevolent gift to a police officer and/or their family.
- Section 6.13 - Any check requests of \$500.00 or more require a signed check request form to be approved by a majority of the Board.
- Section 6.14 - Withdrawals from the Community Foundation of West Chester/Liberty Foundation fund require two signatures by the President, Vice President and/or Treasurer.
- Section 6.15 - A complete audit of the Association bank account(s) and real property will be completed once a year and will be conducted at the change of each Treasurer. The audit is to be completed by the Finance Committee by March 1.

ARTICLE VII. COMMITTEES

Section 7.1 - The Finance Committee members will be appointed by the President. The Finance Committee will be responsible for performing the annual audit of the association and conducting a special audit if required.

Section 7.2 - Standing Committees shall consist of Membership, Election and Program Committees. Each committee chair will seek members to serve on their committee from the regular membership. The Committee Chairperson may be, and can act as, a Committee of one.

Section 7.3 - The Membership Committee shall be chaired by the Vice President. This Committee will be responsible for recruiting new members for the Association, provided they meet the membership requirements outlined in Article IV.

Section 7.4 - The Election Committee shall be chaired by the immediate Past President. The Election Committee shall be appointed by the President.

A notice will be sent out to the membership in September of each election year announcing the positions up for election. Members will have thirty (30) days to submit their interest in seeking one of the open positions. Candidates will be given an opportunity to present themselves to the membership at the November General Meeting. The committee shall publish, distribute and collect the ballots and absentee ballots at the annual meeting. Each member in good standing will be authorized to cast one ballot. The committee shall supervise and count the ballots, present the results to the General Membership present and turn the final results to the Communications Director for publication on the website, e-mail and mailed to any member that has notified the Association of no access to email or a computer. A motion will be requested to destroy all ballots.

Each member in good standing will be authorized to cast one ballot.

Section 7.5 - The Program Committee shall be chaired by the Program Director. The Committee shall be responsible for all educational and social activities, with approval of the Board; make meeting facility reservations for all activities of the Association.

ARTICLE VIII. AMENDMENTS

Section 8.1 - These By Laws may be amended at any meeting by a two-thirds (2/3) vote of the regular membership present provided that the amendment has been submitted in writing to the Board and a thirty (30) days prior notice has been given to all regular members via website, e-mail or Postal Service (if requested from the Secretary).

Section 8.2 - Any amendment will become effective on the date approved by the regular Membership. Amendments must list the date of approval by membership.

ARTICLE IX. DISSOLUTION

Section 9.1 - The Association, having been formed for the purposes stated in Article II, may be dissolved by a vote of two thirds majority vote of the regular membership of the Association.

Section 9.2 - A vote to dissolve the Association shall occur only at a regular general membership scheduled meeting of the Association and only upon all members of the Association being notified in writing of such questions, thirty (30) days prior to the next meeting by US Mail.

Section 9.3 - Upon dissolution of the Association, any assets remaining shall be disposed of for the purposes of this Association or shall be deposited at The Community Foundation of West Chester/Liberty into the Donation Fund of the West Chester Police Department, after all expenses of the Association have been paid.

ARTICLE X. SAVINGS CLAUSE

Should any article, section or portion thereof be deemed unlawful by Federal, State or Local laws, it will be deemed non-existing and will be reviewed at the next regular meeting.

The remainder of the By Laws shall remain in full force and effect.

These By Laws of the West Chester Citizens Police Academy Alumni Association were adopted on

Signed the 19th day of August 2011.
Amended the 15th day of November 2015.
Amended the 22 day of August 2017.

Chairperson, By Laws Committee: _____ [Signature on File]
Douglas W. Rinnert

By Laws Committee Member: _____ [Signature on File]
Tawana Lynn Keels

By Laws Committee Member: _____ [Signature on File]
John McConnaughey

Vice President: _____ [Signature on File]
Tommy W. Loveberry

Secretary: _____ [Signature on File]
Jeri Moose